CITY OF LOS ANGELES

CALIFORNIA

Neighborhood Council Governing Board

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Veronica Bradham

200 N. Spring Street
Los Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.empowerla.org

CANOGA PARK NEIGHBORHOOD COUNCIL

Regular Board Meeting
Agenda
7248 Owensmouth Ave, Canoga Park, CA 91303

04/26/2023
7:00PM

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Raymond Cole, Presidente, al 626-765-7451 o por correo electrónico raycole@NeighborhoodCouncil.org para avisar al Concejo Vecinal.

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

I. **CALL TO ORDER AND BOARD ROLL CALL**

II. **Approval of the Minutes of the Regular Meeting**

a. January 2023
b. February 2023
c. March 2023

III. COMMUNITY/GOVERNMENT REPORTS AND ANNOUNCEMENTS (3 minutes per speaker)

a. **Public Safety**
b. **Officers of Congress, Assembly, Mayor, City Council, County Supervisor, and School Board**
c. **Government Departments/Agencies, including Budget Advocates, Librarian, etc**
d. **DONE-Department of Neighborhood Empowerment General Report**

IV. GENERAL PUBLIC COMMENT - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed 2 minute(s). 10 minutes total.

V. DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT: EXHAUSTIVE EFFORTS-UPDATES

a. **Exhaustive Efforts Work Plan-Updates**

VI. Discussion and Possible Action: Brief Introduction Opportunity for Interested CPNC Candidates' Consideration and Possible Vote for Appointment to the CPNC Board

a. **Senior Group Representative (2023) appointed**
b. **Faith Based Organizations Representative (2023)**

VII. **NEW BUSINESS**

a. Approval of the Monthly Expenditure Report (MER) for Month/Year
   - June 2022
   - August 2022
   - October 2022
   - November 2022
   - December 2022
   - January 2023
   - February 2023

b. Discussion and possible motion to approve up to $5,000.00 for the Neighborhood Purposes Grant (NPG) for Canoga Park Community Center Foundation. Funds will be used to provide outreach and engagement for the 31st annual Canoga Park/West Hills Memorial Day Parade on Monday, May 29th 2023. This parade is the only Memorial Day Parade in the City of Los Angeles and brings Canoga Park and West Hills Communities together to honor fallen service members from these communities from WWI to Present Day. .

c. Discussion and possible action regarding the recommendation of the Planning and Land Use Proposing New Car Wash at 21915 W. Roscoe Blvd

Case Number: ZA-2020-4232-CU-ZBA Project Description: Construction of a new 4,441 sf automatic car wash, vacuum tanks canopy, and operation M-S 7:30:am to 8pm, and Sundays 8am-8pm.

Announcements

a. Assembly Member Jesse Gabriel 's Day of Service- Date: Sunday, April 30th

Time: 9 am - 12 pm Address: 6201 Winnetka Ave, Woodland Hills, CA 91367

Suggestions for Items for upcoming meetings

ADJOURNMENT

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

- 7248 Owensmouth Ave, Canoga Park, CA 91303
- www.canogaparknc.org
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System (ENS)

Notice to Paid Representatives -

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records -

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.canogaparknc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Lena Ayvazian, Secretary, by email at: lena.ayvazian@canogaparknc.org

Reconsideration and Grievance Process -

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.canogaparknc.org

Board Meeting Minutes
Canoga Park Neighborhood Council (CPNC)
7:00 p.m. Wednesday, February **22, 2023**

I. CALL TO ORDER: President Cole called the meeting to order at 7:06 p.m.

II. BOARD ROLL CALL:

President Cole called the roll as follows:

present	Ray Cole, President
present	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
present	Leonel Fuentes, Treasurer
absent	Helen Morales
absent	Michelle Miranda
present	Mary Paterson
absent	Quincy Clemons
present	Ronald Clary
present	Duane Galila
absent	Jitzel Vasquez-Ruiz
present	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez
present	Corrine Ho
ineligible	Lena Ayvazian
8	**8** present /**9** absent /**1** ineligible

a. <u>Status of Board Member Training</u>
President Cole stated that Board members are current with training with the exception of one new member in the process.

Raul Preciado, DONE Representative, stated that there is no grace period for ethics or funding training. Ineligibility to vote, make a motion, or second a motion continues until all training is completed.

III. COMMUNITY/GOVERNMENT REPORTS AND ANNOUNCEMENTS (3 minutes per speaker)

a. Public Safety

Steve Jaramillo, Special Projects Deputy for Councilmember Blumenfield's Office, updated the Council on the following:

- The Disaster Preparedness program has been postponed to March 25th and Ciclavia will have two booths;
- The Los Angeles organic recycling program is up and running. LA SB 1383 is a statewide mandate to keep organic waste out of landfills and reduce greenhouse gases. Put your food waste in your yard green bin. Call 1-800/773-2489 to receive a free recycling kitchen pail. Mr. Jaramillo stated that he is available to make a presentation to the Board to provide more information.

President Cole requested flyers to share on the CPNC website.

b. Officers of Congress, Assembly, Mayor, City Council, County Supervisor, and School Board

Raul Preciado, DONE Representative, updated the Council on the following:

- Virtual meetings have been extended to March 22nd and may possibly extend to March 29th. DONE is in the process of confirming meeting spaces with disability accessibility.

Chris Rowe addressed concerns regarding Board member attendance and another concern regarding social distancing at the community center, and if alternate locations in Canoga Park are being identified. Mr. Preciado stated that those concerns are being addressed.

Board member Lena Ayvazian expressed a desire to perform in the secretary position and inquired about the duties and qualifications and expressed an interest for the upcoming election. Mr. Preciado stated he would follow up with her on the qualifications and submittal process.

c. Government Departments/Agencies, including Budget Advocates, Librarian, etc.

No Action Taken.

d. DONE-Department of Neighborhood Empowerment General Report

No Action Taken.

IV. DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT: EXHAUSTIVE EFFORTS-UPDATES

a. Exhaustive Efforts Work Plan-Updates

- Vice-President Elmer Garcia stated that CPNC is growing and 3 new Board member seats have been filled. There is continued discussion agendized at this meeting;
- A note taker has been assigned and the request to compose minutes from previous recordings is underway. This Item will be agendized for further discussion at the next meeting;
- A meeting date for a Board retreat is agendized further in this agenda. There is the possibility for a virtual retreat now that the date to continue virtual meetings has been extended.

b. Discussion and Possible Action: Update Board Retreat Meeting Date

- **Monday, February 27th**
  (this is the original date from 7:00 – 9:00 p.m.)
- **Thursday, March 9th**
- **Monday, March 13th**

Following Board member and stakeholder discussion, Board member Ronald Clary stated that the furthermost date of March 13th should be considered as there are members absent, and this date will allow time for noticing and availability.

MOTION: Ronald Clary	
SECOND: Mary Paterson	
yes	Ray Cole, President
yes	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
yes	Leonel Fuentes, Treasurer
absent	Helen Morales
absent	Michelle Miranda
yes	Mary Paterson
absent	Quincy Clemons
yes	Ronald Clary
yes	Duane Galila
absent	Jitzel Vasquez-Ruiz
yes	Brian Mallasch

absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez
yes	Corrine Ho
ineligible	Lena Ayvazian
8	**8** yes /**9** absent /**1** ineligible

V. Discussion and Possible Action: Brief Introduction Opportunity for Interested CPNC Candidates' Consideration and Possible Vote for Appointment to the CPNC Board

a. At Large Representative (2025)

President Cole solicited public comment. One stakeholder spoke.

b. At Large Representative (2023)

Hewitt Dixon, resident, expressed interest to be part of the community council. Mr. Dixon stated that he has attempted to attended CPNC meetings in the past; however, they were cancelled due to lack of quorum. President Cole and Board members, Clary, Paterson, and Ho informed the prospective Board member that Council commitment includes training, time, and committee involvement. Mr. Dixon accept the challenge and was welcomed to CPNC.

President Cole solicited public comment. One stakeholder spoke.

President Cole called the vote as follows:

MOTION: Ronald Clary	
SECOND: President Cole	
yes	Ray Cole, President
yes	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
yes	Leonel Fuentes, Treasurer
absent	Helen Morales
absent	Michelle Miranda
yes	Mary Paterson
absent	Quincy Clemons
yes	Ronald Clary
yes	Duane Galila
absent	Jitzel Vasquez-Ruiz

yes	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez
yes	Corrine Ho
ineligible	Lena Ayvazian
ineligible	Hewitt Dixon
8	**8** yes /**9** absent /**2** ineligible

c. Residential Renters Representative-2 (2023)

Max Zelickson, a rental resident, stated that he has attended previous CPNC meeting, volunteers with the Red Cross and is a member of the Disaster Team, and is LAFD certified. Mr. Zelickson stated that he wants to be engaged in the community. Mr. Zelickson stated that his focus is on homelessness and the development of the Warner Center. After discussion Mr. Zelickson decided he would occupy the At-large 2025 position.

President Cole solicited public comment. One stakeholder spoke.

President Cole called the vote as follows:

MOTION: Connie Ho	
SECOND: Ronald Clary	
yes	Ray Cole, President
yes	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
yes	Leonel Fuentes, Treasurer
absent	Helen Morales
absent	Michelle Miranda
yes	Mary Paterson
absent	Quincy Clemons
yes	Ronald Clary
yes	Duane Galila
absent	Jitzel Vasquez-Ruiz
yes	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez

yes	Corrine Ho
ineligible	Lena Ayvazian
ineligible	Hewitt Dixon
ineligible	Max Zelickson
8	**8** yes /**9** absent /**3** ineligible

d. Retail/Service Business Representative (2023)

President Cole solicited interest. No nominations or self-nominations.

e. Senior Group Representative (2023) appointed

President Cole solicited interest. No nominations or self-nominations.

f. Faith Based Organizations Representative (2023)

g. President Cole solicited interest. No nominations or self- nominations.

VI. Presentation-Congressman Brad Sherman (10 minutes)

President Cole rescheduled Item VI.

VII. Discussion and Possible Action: Expansion of Carmax Car Lot, 21300 Roscoe Blvd, 91304

Brad Lauth, Brian Pulsifer, Kayerst, Keith Malloy and Kyndra Casper, screen shared a presentation for the Carmax Car Lot that is seeking a development approval to expand the project. Mr. Lauth stated that no new use or operation is proposed. The proposal is to expand the current operations and facility with configuration of the existing sales display and public parking area. Ms. Lauth shared the concept architectural plans and stated his availability to answer questions and work with the CPNC and City Council.

After discussion the topics of additional parking for customers and employee, the truck loading bays, the protection of exiting mature trees, lighting, and sound were presented, and concluded that there were no impacts on the existing neighborhood.

Many Board members stated their support of Carmax and their community involvement.

President Cole solicited public comment from Board members and stakeholders.

MOTION: Ronald Clary
SECOND: Corinne Ho

yes	Ray Cole, President
yes	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
yes	Leonel Fuentes, Treasurer
absent	Helen Morales
absent	Michelle Miranda
yes	Mary Paterson
absent	Quincy Clemons
yes	Ronald Clary
yes	Duane Galila
absent	Jitzel Vasquez-Ruiz
yes	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez
yes	Corrine Ho
ineligible	Lena Ayvazian
ineligible	Hewitt Dixon
ineligible	Max Zelickson
8	**8** yes /**9** absent /**3** ineligible

VIII. GENERAL PUBLIC COMMENT - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed 2 minute(s), 10 minutes total.

President Cole solicited public comment.

Chris Rowe expressed concern about the lack of video of Board members present and their level of engagement. Board member video should not be disabled.

One stakeholder was recognized to speak but was inaudible.

Chris Rowe requested that if a stakeholder's language is inappropriate, could that individual be muted and attendance discontinued at a meeting. Mr. Preciado, DONE Representative, updated the Council and stakeholders on the Bylaws.

David Boynes, CSUN thanked the PCNC for their commitment and contribution to the Bridge to the Future Program that provides tuition free educational opportunities.

IX. NEW BUSINESS

a. **Discussion and Possible Action:** Voting to approve Affidavit for $90.91 for Google Suite payment on 6/21/22. A payment of $90.91 was made to the Google Suite account to bring it current, but we can't locate a detailed description of this transaction, only a statement indicating payment.

President Cole solicited Board member and public comment and made the motion to approve that was seconded by Ronald Clary. The motion was not discussed or approved. President Cole tabled this motion due to lack of supporting materials that was not made available to the public.

b. **Discussion and Possible Action:** Voting to approve Affidavit for digital premium shipping membership for $25.00. Any Promo Charged $25.00 but failed to document a detailed description of the charge.

President Cole solicited Board member and public comment and made the motion to approve that was seconded by Ronald Clary. The motion was not discussed or approved. President Cole tabled this motion due to lack of supporting materials that was not made available to the public.

c. **Discussion and Possible Action:** Canoga Park Events-Outreach and Engagement

- CicLAvia-Call for action-Volunteers 2/26/23

  President Cole solicited public comment. None.

  President Cole sent out a Google poll soliciting for volunteers from 9:00–3:00 to work for 2 hour periods of time. Max Zelickson volunteered to work a major portion of the day. Mary Paterson will be on location and will try to be flexible with her availability to CPNC. Corinne Ho volunteered her availability. Please continue to contact President Cole with your availability.

  David Boynes, Bridge to the Future, stated that students from Canoga HS will be performing traffic functions and maintaining the intersection and would like to coordinate with CPNC.

  One stakeholder was recognized to speak but did not unmute.

  President Cole stated that he will send out a follow-up email.

- Community Canvas-Possible Attendees and dates

President Cole stated that flyers and information need to be distributed in the community for upcoming elections/voting and would like to invite/encourage businesses owners to display flyers.

Board members Mary Paterson and Max Zelickson stated that they would assist.

President Cole will send out a follow-up email.

X. Announcements/Suggestions a. Disaster Preparedness Event-2/25/23 9am-2pm.

President Cole stated that this event has been moved to March 25th from 9:00 – 3:00 p.m. due to weather.

Board member Corinne Ho suggested an agenda category, named Future Agenda Items, to be included on every agenda to allow for stakeholder participation.

Board member Lena Ayvazian expressed concern with the burned down building near CarMax. Is there something that a CPNC can request to tag the property? President Cole stated that there is the possibly to discuss a letter of concern and suggested that this Item be agendized at a future meeting for discussion and possible action.

Board member Corrine Ho expressed concern regarding the attendance of Board members and would like to agendize this Item for further discussion.

Mr. Preciado, DONE Representative, stated that the agenda is set by the President and encouraged Board members to contact him with items they would like to agendize.

One stakeholder was recognized to speak but did not unmute.

XI. ADJOURNMENT

President Cole made the motion to adjourn at 9:24 p.m. that seconded by Board member Paterson.

Board Meeting Minutes
Canoga Park Neighborhood Council (CPNC)
7:00 p.m. Wednesday, March 22, 2023

I. CALL TO ORDER President Cole called the meeting to order at 7:05 p.m.

II. BOARD ROLL CALL

President Cole called the roll as follows:

a. <u>Status of Board Member Training</u>

Raul Preciado, DONE Representative, thanked all who attended the March board retreat and training.

present	Ray Cole, President
present	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
present	Leonel Fuentes, Treasurer
absent	Helen Morales
present	Michelle Miranda
present	Mary Paterson
absent	Quincy Clemons
present	Ronald Clary
present	Duane Galila
absent	Jitzel Vasquez-Ruiz
present	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez
present	Lena Ayvazian
present	Corrine Ho
absent	Hewitt Dixon *Appointed in Feb*
absent	Max Zelickson *Appointed in Feb*
.	Jodi Braverman *Appointed in March*

.	Miereda Moran *Appointed in March*
.	Hector Ramirez *Appointed in March*
10	**10** present /10 absent

III. COMMUNITY/GOVERNMENT REPORTS AND ANNOUNCEMENTS (3 minutes per speaker)

Senator Caroline Menjivar thanked all who collaborated in the celebration of CicLAvia. Canoga Park is unique as it has two state senators. Her office is located in Van Nuys and Tonya Ybarra and Kevin Taylor are available for assistance. Senator Menjivar updated the Council on the following:

- The emergency COVID allotment for increased Cal Fresh benefits will end this week and benefits will decrease significantly, her office is working to maintain those resources;
- 16 Bills have been introduced. Of concern is mental health, youth homelessness, housing, and the removal of asphalt from school grounds;
- A disaster preparedness program is available this Saturday, March 25th from 9:00 - 3:00 at Pierce College.

Treasurer Fuentes requested a resource to review the proposed 16 proposed Bills. Senator Menjivar shared a link to fact sheets at sd20.senate.ca.gov. There is also a monthly newsletter that provides recaps of proposed legislation.

Board member Patterson was recognized to speak and thanked Senator Menjivar for her community support and expressed concern about the Canoga Park District separation in certain areas. Senator Menjivar encouraged public input regarding district maps.

Board member Ayvazian stated her support of hybrid public hearings and supported Senator Menjivar to continue to support hybrid public hearings.

President Cole solicited public comment.

Chris Rowe was recognized to speak and requested jurisdiction boundaries. Ms. Menjivar stated that she has been appointed as an interim caretaker for districts that don't have a permanent Senator at this time.

Alberto Vargas, Field Representative at California State Assembly updated the Council on the following:

- AB591 provide universal chargers for electric vehicles in CA and supports environmentally friendly vehicles;
- AB1217 & AB61 will extend COVID assistance for small businesses;
- Pierce College will be providing an employment resource table on April 30th.

LAPD, Officer Moreno

Officer Moreno defined his jurisdiction and updated the Council on the following:

- Property crime is the biggest concern in Topanga and Canoga Park in the areas of mail thefts, burglaries and vehicle thefts;
- Aggravated assaults are a concern along with violent crimes;
- The Topanga Station is hosting a carnival May 18-21st with an open house in June.

Board member Ayvazian spoke on the opening of new apartment units and expressed concern on the additional public services that may be needed. Officer Moreno stated the staff is shorthanded and they are trying to maintain a continued level of service. Mayor Bass and LAFD are both recruiting additional staff.

a. Public Safety

Mirna Ezquivel, Economic Development Deputy, for Councilmember Bob Blumenfield's Office, updated the Council on the following:

- Councilmember Blumfield is keeping abreast on the LAUSD strike;
- June 24th is the Huntington Beach Los Angeles Public Library Safari Day, admission is free; however Canoga Park library is on hiatus due to new flooring installation;
- 44 unhoused individuals along the river have been housed, and efforts are underway to assist more individuals;
- March 25th is the opening of the new farmers market in the parking lot of River of the Valley Church.

b. Officers of Congress, Assembly, Mayor, City Council, County Supervisor, and School Board

Raul Preciado, DONE Representative, updated the Council on the following:

- Focus is being placed on the upcoming elections; deadline is April 4th for filing;
- Current Board members need to reapply;
- At this time, there are only 2 applications pending;
- Outreach needs to be increased for this last week for applicants for open positions as there is a mail-in application deadline;
- June 18th is election day;
- Return to in-person meetings is under discussion and our location needs to be determined. This may hinder the April in-person meeting.

Board member Clary clarified his status as an end-of-term appointed Board member with the DONE representative.

Board member Ayvazian verified that April's meeting is pending location vs Zoom approval. Mr. Preciado stated that the previous meeting site is being identified and paperwork pending completion.

Board members Clary and Paterson stated that they are available to assist in meeting paperwork and preparation.

c. Government Departments/Agencies, including Budget Advocates, Librarian, etc.

No Action Taken.

d. DONE-Department of Neighborhood Empowerment General Report

No Action Taken.

IV. GENERAL PUBLIC COMMENT - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed 2 minute(s), 10 minutes total.

Hector Ramirez was recognized to speak and asked about the application process. President Cole the next agenda item for discussion should address his concerns.

V. DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT: EXHAUSTIVE EFFORTS-UPDATES

a. Exhaustive Efforts Work Plan-Updates

Raul Preciado stated that attaining a quorum is always a concern; however sometimes participation and interest is not sufficient to attain a quorum. Mr. Preciado provided a status update as two seats were filled at the previous February meeting; however, the roster and agenda have not been updated with the new additions. The Board retreat was this month and not all Board members attended and were trained. The absentees at the retreat will need to be rescheduled. The Bylaw Committee will meet after a new Board is seated, and changes to the Bylaws are not going to be made at this time. There has been progress in recruiting new board members.

Board member Ayvazian inquired about the Bylaws and the EE plan, what is necessary to get out of the EE phase? Mr. Preciado stated that the requirement of attaining a quorum cannot be changed at this time, we can fill seats and recruit. Mr. Preciado also acknowledged the absenteeism rate.

Board member Clary stated that the sudden onset of quorum problem manifested itself post COVID, and should we do a Bylaws change as soon as we have the authority to make modifications. Attendance is very important.

Mr. Preciado stated that the process to change the quorum is the authority of the body and DONE is not demanding that this be done.

Board member Ho expressed concern regarding consistent and repeated absences, could these absent individuals be released from their appointment, what is that action? Mr. Preciado stated that absences occurred during the COVID hiatus. We have now conducted 3 consecutive meetings post COVID and now have Minutes that document absenteeism.

Board member Clary offered his assistance to outreach Board members not attending.

Gary Fordyce was recognized to speak and stated past Minutes have not been completed and that is a contributing problem. There are Board members that have never attended a meeting or training; however, due to lack of Minutes there is no documentation. Appointment is an option and Bylaws need to be attended and updated.

Mr. Preciado stated that there are seats that don't expire until 2025, that need to be part of any Bylaws revisions.

Board member Paterson stated that two Board members received the initial training and came to a few meetings, then experienced work conflicts. The Bylaws are not specific. Having standing rules could provide guidelines in the future.

VI. Discussion and Possible Action: Brief Introduction Opportunity for Interested CPNC Candidates' Consideration and Possible Vote for Appointment to the CPNC Board

a. At Large Representative (2025)

President Cole stated that Hewitt Dixon and Max Zelickson were appointed at the February meeting and noted in the Minutes.

b. At Large Representative (2023)

No Action Taken.

c. Residential Renters Representative-2 (2023)

President Cole opened a discussion for nominations for 2 available seats.

Raul Preciado, DONE Representative, clarified that available seats are open to individuals who live or work in the community, or youths over 18 years of age and that jurisdiction titles given to seats are flexible.

Board member Paterson stated that the Bylaws are very loose; however, experience in their area of representation is helpful and a candidate can learn about the outreach process in other areas.

Board member Corrine Ho stated a candidate should apply as a stakeholder and not the title of a seat.

Mr. Preciado stated that the applicant screening procedure should begin with a brief self-introduction, questions and answers, then the Board to move forward with an action.

Jodi Braverman inquired about the homeowner position. After discussion Jodi Braverman submitted an application and stated as a resident her purview is in the hospitality industry and now works in university education and manages a volunteer board and excited to share her experience. Ms. Braverman stated she could perform in the capacity of the retail representative.

MOTION: Mary Patterson	
SECOND: Lena Ayvazian	
yes	Ray Cole, President
absent	Elmer Garcia, Vice-President (absent at the time the vote was called)
absent	Jessica Gonzalez, Secretary
yes	Leonel Fuentes, Treasurer
absent	Helen Morales
yes	Michelle Miranda
yes	Mary Paterson
absent	Quincy Clemons
yes	Ronald Clary
yes	Duane Galila
absent	Jitzel Vasquez-Ruiz
yes	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez
yes	Lena Ayvazian
yes	Corrine Ho
absent	Hewitt Dixon
absent	Max Zelickson
9	**9** yes /**11** absent

Miereda Moran from Pacoima NC introduced herself and has relocated to Canoga Park, currently working for a non-profit and is interested in the secretary position. Ms. Moran stated that she could perform in the capacity of the rental representative.

MOTION: Ronald Clary	
SECOND: Mary Patterson	
yes	Ray Cole, President
absent	Elmer Garcia, Vice-President (absent at the time the vote was called)
absent	Jessica Gonzalez, Secretary
yes	Leonel Fuentes, Treasurer
absent	Helen Morales
yes	Michelle Miranda
yes	Mary Paterson
absent	Quincy Clemons
yes	Ronald Clary
yes	Duane Galila
absent	Jitzel Vasquez-Ruiz
yes	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez
yes	Lena Ayvazian
yes	Corrine Ho
absent	Hewitt Dixon
absent	Max Zelickson
9	**9** yes /**11** absent

Hector Ramirez resident of Pacoima Park, has work as a city employee and has a focus on homelessness. Mr. Ramirez has worked in non-profit for 30 years and would like to focus on housing and community needs. Mr. Ramirez stated that he could perform in the capacity of the rental position.

MOTION: Mary Patterson	
SECOND: Ronald Clary	
yes	Ray Cole, President
yes	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
yes	Leonel Fuentes, Treasurer

absent	Helen Morales
yes	Michelle Miranda
yes	Mary Paterson
absent	Quincy Clemons
yes	Ronald Clary
yes	Duane Galila
absent	Jitzel Vasquez-Ruiz
yes	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez
yes	Lena Ayvazian
yes	Corrine Ho
absent	Hewitt Dixon
absent	Max Zelickson
10	**10** yes /**10** absent

After nominations Board member Clary inquired about the applicant's locations to verify eligibility. Board member Ho reminded the newly elected of the functions of neighborhood councils and the time commitment.

Board member Clary verified with the DONE representative that the newly appointed board members will need to apply by April 4th to run for the next term in their new positions.

President Cole directed the newly appointed applicants not to oppose each other in the upcoming election and run in their perspective areas.

Retail/Service Business Representative (2023)

(see above) Jodi Braverman

d. Senior Group Representative (2023) appointed

President Cole solicited applications. None.

e. Faith Based Organizations Representative (2023)

President Cole solicited applications. None.

VII. SPECIAL ORDERS

a. Appointment of Executive Officer Positions

- Secretary

Newly appointed Board member Moran and Board member Ayvazian self-nominated to the position of Board secretary.

Board member Ayvazian stated that her background as a paralegal and corporate secretary to her HOA Board provides her the background to perform in this capacity. Board member Ayvazian stated that she regularly attends meetings.

Newly appointed Board member Moran withdrew her self-nomination.

Board member Paterson outlined the responsibilities and roles of the secretary:

- Attendance at other Executive meetings;
- Web postings and updates;
- Maintaining a current roster and provide updates to the City Clerk;
- Work with DONE and provide updates;
- Maintain records of Board member training and attendance;
- Oversee Minutes and minute taker;
- Educate yourself on the Bylaws;

MOTION: President Ray Cole	
SECOND: Michelle Miranda	
yes	Ray Cole, President
yes	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
yes	Leonel Fuentes, Treasurer
absent	Helen Morales
yes	Michelle Miranda
yes	Mary Paterson
absent	Quincy Clemons
yes	Ronald Clary
yes	Duane Galila
absent	Jitzel Vasquez-Ruiz
yes	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez

yes	Lena Ayvazian
yes	Corrine Ho
absent	Hewitt Dixon
absent	Max Zelickson
10	**10** yes /**10** absent

b. Appointment of Financial Officers of the Board

- Bank Card Alternate Signer (optional)

Board member Paterson self-nominated to the position of bank card alternate signer.

Board Paterson that was seconded by President Cole and stated that Brian is the first signer and this newly appointed position is for an alternate signer. Board member Mallasch is the second signer, after the President.

VIII. NEW BUSINESS

a. Discussion and Possible Action: Voting to approve Affidavit for $90.91 for Google Suite payment on 6/21/22. A payment of $90.91 was made to the Google Suite account to bring it current, but we can't locate a detailed description of this transaction, only a statement indicating payment.

President Cole solicited a motion for approval.

Board member Paterson made the motion to approve Item VIII a, that was seconded by Board member Clary.

Board member Ho clarified that the payment has been made for a past due amount; however, the receipt could not be located and the City Clerk request an affidavit from this Board verifying that the payment was for a necessary service. After discussion the following concerns were outlined:

- Is the expense a monthly recurring expenses as personal computers and emails are utilized – Galia;
- What are the options for this Board to make an action for approval – Ayvazian;
- Approve Item VIII a; however, Board member Ayvazian stated her availability for research and explained the previous payment process. – Ayvazian;
- The payment history is repetitive and consistent, and the city is requesting an affidavit to move forward.- Mallash;
- The affidavit approval as discussed will resolve the issues with the City Clerk so that this item can be approved and moved on. – Ho;
- Board member Ramirez inquired if this expense was new or recurring.

President Cole solicited public comment:

Gary Fordyce stated that the request is not precise as the motion is dated June 2022. There is no excuse not to have a receipt or invoice.

Brian Allen was recognized to speak and stated that best policy is to move forward as Google is a major vendor that could provide a detailed description for a period of time and should be approved with back up data to be provided.

Chris Lowe was recognized to speak and stated that a running statement from regular vendors should be provided and Google needs to provide an accurate accounting.

Mr. Preciado, DONE Representative, stated that these two unapproved receipts are putting a hold on all finance and this board cannot more forward without an affidavit from the Board in lieu of a receipt to the City Clerk.

President Cole stated that this affidavit approach needs to be conducted to not inhibit our ability to financially function and he has conducted the research. The lack of an invoice is the result of omission from a previous Council management. The challenge forward is to document a protocol to prohibit a repeat of the same situation.

Board member Mary Paterson rescinded her prior motion and amended her motion to state that retroactive documentation be provided that was seconded by Board member Ayvazian.

Board member Paterson and Clary stated that the affidavit be approved with the caveat that a clarifying document be attained from Google showing the partial payment and the full payment and specify the total payments to protect this neighborhood council from further collections.

MOTION: Mary Patterson	
SECOND: Ronald Clary	
yes	Ray Cole, President
yes	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
yes	Leonel Fuentes, Treasurer
absent	Helen Morales
yes	Michelle Miranda
yes	Mary Paterson
absent	Quincy Clemons
yes	Ronald Clary

yes	Duane Galila
absent	Jitzel Vasquez-Ruiz
yes	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez
yes	Lena Ayvazian
yes	Corrine Ho
absent	Hewitt Dixon
absent	Max Zelickson
10	**10** yes /**10** absent

b. Discussion and Possible Action: Voting to approve Affidavit for digital premium shipping membership for $25.00. Any Promo charged $25.00 but failed to document a detailed description of the charge.

Board member Paterson asked for clarification on the promo items prior to a vote.

President Cole stated that the monies were for the purchase of phone holders and mouse pads. The miscommunication on the invoice was the explanation of the expedited shipping charges. A request for a reprint of a corrected invoice has not been provided by the vendor at this time.

Raul Preciado, DONE Representative, stated that the invoice erroneously stated that the additional $25.00 was for a membership fee and not expedited shipping charges. The request for an affidavit from this Board is to explain the incorrect verbiage only.

MOTION: Mary Patterson	
SECOND: Michelle Miranda	
yes	Ray Cole, President
yes	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
yes	Leonel Fuentes, Treasurer
absent	Helen Morales
yes	Michelle Miranda
yes	Mary Paterson
absent	Quincy Clemons
yes	Ronald Clary
yes	Duane Galila

absent	Jitzel Vasquez-Ruiz
yes	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez
yes	Lena Ayvazian
yes	Corrine Ho
absent	Hewitt Dixon
absent	Max Zelickson
10	**10** yes /**10** absent

c. Discussion and Possible Action: Motion to approve CPNC governance model (in person only vs adding hybrid options)

President Cole opened a discussion stating that the in-person meeting place will be on the 4th Wednesday of the month at 7:00 p.m. in the same Canoga Park Community Center. After discussion the following concerns were outlined:

- What is the executive order as related to the equipment that is needed; what happens to the April meeting if a vote/decision is not attained at this meeting and we table this discussion, is there an option for hybrid meetings?- Ayvazian;
- Does this NC have the equipment that is necessary to conduct a hybrid meeting, along with the necessary operators, as this outline is unclear - Clary;
- Board member Moran stated that she has conducted hybrid meetings and has equipment and suggested a test run; however, President Cole stated that equipment liability could be a concern;
- Stakeholder participation has increased via Zoom – Ho & Paterson;
- The paperwork has been completed – Paterson;
- Wi-Fi and internet availability at the Canoga Park Community Center? – Clary;
- Funds for the purchase of equipment, with concern of frozen funds pending affidavits – Fuentes;
- Health concerns, child and senior care can inhibit attendance and hybrid meetings would encourage continued public participation - Ho
- Meeting dates, times and locations could be changed to a weekend Saturday to encourage more participation? – Braverman;
- The April meetings should move forward with in-person forward with adjustments as necessary with flexibility – Ramirez.
- Accessibility is a concern; weekend days may prohibit participation from Board members and public - Clary.

Raul Preciado, DONE representative, clarified the hybrid model states that Board members attend in person and a teleconferencing option can be discussed at a later date at any meeting.

President Cole solicited public comment:

Brian Allen was recognized to speak and stated that SB2449 governs the NCs meeting. Hybrid meetings are not as simple as people think. There is Bill AB411 that allows for virtual meetings. But at this moment, any hybrid meeting requires Board members to attend in person, and locations need to be ADA compliant.

PH#693 Chris Rowe stated that the community center is small to be able to distance attendees. and other locations should be considered to comply with ADA requirements.

President Cole stated his concern for continued public participation and tabled this item for further discussion.

d. Discussion and Possible Action: Motion to approve $500.00 to become an exhibitor and conduct outreach by tabling at the 2023 West San Fernando Valley Disaster Preparedness Fair on Saturday March 25th 2023 from 9am-3pm.

Board member Ho made motion to approve Item VIII d, that was seconded by Board member Paterson.

Board member Paterson stated that the West Valley Chamber is sponsoring the disaster preparedness fair. There will be approximately 70 venders, 5 food trucks, LAFD, Sheriff, demonstrations, activities for kids and useful information. Board members are asked to volunteer afternoon hours to assist in the booth.

Board member Ho stated her support of the West Valley Chamber and requested that the CPNC name appear on the flyer.

Board member Paterson stated that this is an outreach event and the chamber is not a 501c3

Board member Ho stated that NC cannot fund Chambers; however, this is an outreach event.
President Cole solicited public comment.

Brian Allen was recognized to speak and asked about the payee as the Chamber cannot be funded by a NC. How can payment be made without an NPG? This request does not follow NC system protocol. Board member

Clary stated that this event does not come under this process and other NCs are signed up.

Gary Fordyce was recognized to speak and expressed concern on funding this project and all funding should be drawn from an NPG protocol.

MOTION: President Ray Cole	
SECOND: Duane Galila	
yes	Ray Cole, President
yes	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
yes	Leonel Fuentes, Treasurer
absent	Helen Morales
yes	Michelle Miranda
yes	Mary Paterson
absent	Quincy Clemons
yes	Ronald Clary
yes	Duane Galila
absent	Jitzel Vasquez-Ruiz
yes	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez
yes	Lena Ayvazian
yes	Corrine Ho
absent	Hewitt Dixon
absent	Max Zelickson
10	**10** yes /**10** absent

e. Discussion and Possible Action: Motion to approve up to $2,500.00 for AppleOne minute taking services.

President Cole stated that this item is for payment of received services and invoices have been provided.

MOTION: Ronald Clary	
SECOND: Lena Ayvazian	
yes	Ray Cole, President
yes	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
yes	Leonel Fuentes, Treasurer
absent	Helen Morales
yes	Michelle Miranda
yes	Mary Paterson
absent	Quincy Clemons
yes	Ronald Clary
yes	Duane Galila
absent	Jitzel Vasquez-Ruiz
yes	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez
yes	Lena Ayvazian
yes	Corrine Ho
absent	Hewitt Dixon
absent	Max Zelickson
10	**10** yes /**10** absent

IX. ANNOUCEMENTS

a. Disaster Preparedness Event-3/25/23 10:00am-2:00pm.

President Cole stated that Board members are needed to work the afternoon booth hours.

b. Community Canvass – 3/25/23 11:00am – 1:00pm

President Cole stated that community engagement is underway for the upcoming elections in March 25th. Please participate and contact President Cole for your availability.

X. ADJOURNMENT

President Cole made the motion to adjourn at 10:53 p.m. that seconded by Board member Paterson.

Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)

This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Canoga Park Neighborhood Council

SECTION I- APPLICANT INFORMATION

1a) Canoga Park Community Center *Organization Name* | 95-3766446 *Federal I.D. # (EIN#)* | California *State of Incorporation* | 10/18/82 *Date of 501(c)(3) Status (if applicable)*

1b) 7248 Owensmouth Avenue *Organization Mailing Address* | Canoga Park *City* | CA *State* | 91303 *Zip Code*

1c) _____ *Business Address (If different)* | _____ *City* | _____ *State* | _____ *Zip Code*

1d) *PRIMARY CONTACT INFORMATION:*

Joellen Ammann *Name* | (818)277-7883 *Phone* | joellenammann@gmail.com *Email*

2) **Type of Organization- Please select one:**

☐ Public School *(not to include private schools)* **Attach Signed letter on School Letterhead** **or** ☒ 501(c)(3) Non-Profit *(other than religious institutions)* **Attach IRS Determination Letter**

3) _____ *Name / Address of Affiliated Organization (if applicable)* | *City* | *State* | *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) **Please describe the purpose and intent of the grant.**

To support the upcoming 31st Canoga Park/West Hills Memorial Day Parade on Monday, May 29, 2023. This is the first Memorial Day since the COVID-19 Pandemic. This parade is the only Memorial Day Parade in the City of Los Angeles and brings the great Canoga Park and West Hills communities together to honor fallen service members from these communities since World War I to the present day. This grant helps to keep the honoring of our fallen going from the wreath lay to presentations by local, state and federal government representative.

5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**

The Memorial Day draws over 30,000 in attendance and is covered by local media. This bring attention by the City of Los Angeles and is a great source of pride to our community. Public Officials present remarks at the opening ceremonies ahead of the parade composed of Veterans groups, LAPD and LAFD units, Schools, community organizations and equestrian units. All of which builds community identity and pride.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)

	Personnel Related Expenses	Requested of NC	Total Projected Cost
		$	$
X	See Attached Budget	$ $5,000	$ 11,500
		$	$

6b)

Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	$	$
	$	$
	$	$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
❑ No ☒ Yes If Yes, please list names of NCs: West Hills NC

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ❑ No ❑ Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
West Hills NC	$ 2,000	$
Funding is also raised through entry fees	$ 2,500	$ 11.500
	$	$

9) What is the TOTAL amount of the grant funding requested with this application: $ $5,000

10a) Start date: 02/02/23 10b) Date Funds Required: 04/01/23 10c) Expected Completion Date: 05/29/23
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
❑ No ☒ Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant
Brian Mallasch	CP/WH Chamber of Commerce

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
☒ Yes ❑ No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

PRINT Name	Title	Signature	Date
Joellen Ammann	Community Relations CP/WH Chamber		2/28/23

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

PRINT Name	Title	Signature	Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

Internal Revenue Service

Date: OCT 18 1982

Employer Identification Number:

Accounting Period Ending:
December 31
Foundation Status Classification:
170(b)(1)(A)(vi)and 509(
Advance Ruling Period Ends:
December 31, 1987
Person to Contact:
T. Hill
Contact Telephone Number:
(213) 688-4889

Canoga Park Community Center Foundation
P.O. Box 529
Canoga Park, California 91305

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 170(b)(1)(A)(vi)and 509 (a)(1)

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) * organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) * status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) * organization.

P.O. Box 2350, Los Angeles, Calif. 90053 (over) Letter 1045(DO) (6-77)

*and section 170(b)(1)(A)(vi)

that pr, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should call us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than $10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

District Director

Canoga Park Memorial Day Parade 2023 Budget

Revenues		**Projected**
	Entry Fees	$ 2,500.00
	Sponsors	$ 2,000.00
	West Hills NC	$ 2,000.00
	CPNC	$ 5,000.00
	Total Revenue	**$ 11,500.00**
Expenses		**Projected**
	Advertising	$ 1,500.00
	Audio/Video	$ 2,500.00
	Event Banners	$ 500.00
	Event Insurance	$ 200.00
	Flowers	$ 500.00
	Pole Banners	$ 3,000.00
	Rentals	$ 2,500.00
	VIP Food	$ 500.00
	Water & Ice	$ 300.00
	Total Expense	**$ 11,500.00**

APPLICATIONS:

ENVIRONMENTAL ASSESSMENT FORM

THIS BOX FOR CITY PLANNING STAFF USE ONLY

Environmental Case Number: ENV-2020-4243

Related Case Numbers: ZA 2020 4232-CU-2V

Case Filed With (Print Name): Anna M. Vidal Date Filed: 3/24/23

EAF Accepted By (Print Name): _____ Date Accepted: _____

All terms in this document are applicable to the singular as well as the plural forms of such terms.

Project Address[1]: 21915, 21911 W. Roscoe Blvd and 21914, 21908 W. Schoenborn St

Assessor's Parcel Number: 2779-037-025

Major Cross Streets: Topanga Canyon Blvd and Canoga Ave

Community Plan Area: Chatsworth-porter Ranch Council District: CD3

APPLICANT (if not Property Owner)

Name: Bhupinder S Mac

Company: Old field gas Inc

Address: 5951 N Variel Ave

City: Woodland Hills State: CA Zip Code: 91367

E-Mail: dgriffith@maclandinvestments.com

Telephone No.: (818) 930-2737

PROPERTY OWNER

Name: Same as Applicant

Company: _____

Address: _____

City: _____ State: ____ Zip Code: _____

E-Mail: _____

Telephone No.: _____

APPLICANT'S REPRESENTATIVE

Name: Jian Kerendian

Company: Architects Group

Address: 1756 Barry Ave

City: Los Angeles State: CA Zip Code: 90025

E-Mail: jiank26@yahoo.com

Telephone No.: (310) 920-2626

ENVIRONMENTAL REVIEW CONSULTANT

Name: _____

Company: _____

Address: _____

City: _____ State: ____ Zip Code: _____

E-Mail: _____

Telephone No.: _____

[1] Project address must include all addresses on the subject site (as identified in ZIMAS; http://zimas.lacity.org)

OVERVIEW

CEQA, or the California Environmental Quality Act, is a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. CEQA requires public agencies to conduct environmental review before making a determination on a project. The environmental review process examines the potential impacts your project will have on the property and its surroundings and makes recommendations (mitigation measures) on how to minimize or reduce those impacts that are found to be significant. The purpose of this application is to assist staff in determining the appropriate environmental clearance for your project. Please fill out this form completely. Missing, incomplete or inconsistent information will cause delays in the processing of your application.

1. PROJECT DESCRIPTION

A. Briefly describe the entire project and any related entitlements (e.g., Tentative Tract, Conditional Use, Zone Change, etc.). The description must include all phases and plans for future expansion.

Construction of a new 4441 sqft of automatic car wash/office for manager/equipment room
peration M-F 7:30am-8pm, Sat 7:30am-8pm and Sunday 8am-8pm, ZBA-CU

Additional information or Expanded Initial Study attached: ☐ YES ☑ NO

B. Will the project require certification, authorization, clearance or issuance of a permit by any federal, state, county, or environmental control agency, such as Environmental Protection Agency, Air Quality Management District, Water Resources Board, Environmental Affairs, etc.? ☑ YES ☐ NO

If YES, please specify:
Standard permiting requires for the car wash project.

2. EXISTING CONDITIONS

A. Project Site.

Lot Area: 38,489 sqft square feet

Net Acres: 37,976.35 Gross Acres: 0.88

B. Zoning/Land Use.

	Existing	Proposed
Zoning	C2-1L and P-1L	C2-1L
Use of Land	Restaurant	Car wash
General Plan Designation	Neighborhood Office Commercial	same

C. Structures.

1. Does the property contain any vacant structures? ☑ YES ☐ NO

   If YES, describe and state how long it has been vacant: (E) Restaurant about a few months

2. Will any structures be removed/demolished as a result of the project? ☑ YES ☐ NO

   If YES, provide the number: one, type: V, Restaurant, total square footage: 8000 and age: 56 years of structures to be removed.

   If residential dwellings (apartments, single-family, condominiums, etc.) are being removed indicate the number of units: N/A

D. Trees.

Are there any trees on the property, and/or within the public right-of-way next to the property, that will be removed or impacted* as a result of the project? ☐ YES ☑ NO

If YES, complete the following:

Tree Status	Quantity Existing	Tree Types	Quantity Removed	Quantity Relocated	Quantity Replaced	Quantity Impacted*
Non-Protected Trees (8" trunk diameter and greater)						
Protected Trees (4" trunk diameter and greater)		Oak Tree (excluding Scrub Oak)				
		Southern California Black Walnut				
		Western Sycamore				
		California Bay				
Protected Shrubs (4" trunk diameter and greater		Toyon				
		Mexican Elderberry				

* Impacted means that grading or construction activity will be conducted within five (5) feet of, or underneath, the tree's canopy.

Additional information attached: ☐ YES ☑ NO

*If a protected tree (as defined in Section 17.02 of the LAMC) will be removed, replaced, relocated, or impacted, a **Tree Report** is required.*

E. **Slope.** State the percent of property which is:

Less than 10% slope: Yes 10-15% slope: _____ over 15% slope: _____

*If slopes over 10% exist, a **Topographic Map** will be required.*

F. **Grading.** Specify the total amount of dirt being moved:

☐ 0-500 cubic yards ☐ More than 500 cubic yards

If more than 500 cubic yards (indicate amount): N/A, no dirt will be removed cubic yards

G. **Import/Export.** Indicate the amount of dirt to be imported or exported:

Imported: 0 cubic yards Exported: 0 cubic yards

Location of disposal site: _____

Location of borrow site: _____

Is the Project Site located within a Bureau of Engineering (BOE) Special Grading Area? ☐ YES ☑ NO

*If YES, a **Haul Route** is required.*

H. **Hazardous Materials and Substances.** Is the project proposed on land that is or was developed with a dry cleaning, automobile repair, gasoline station, or industrial/manufacturing use, or other similar type of use that may have resulted in site contamination? ☐ YES ☑ NO

If YES, describe: _____

*If YES, a **Phase I Environmental Site Assessment (ESA)** is required.*

I. **Historic, Cultural and/or Architecturally Significant Site or Structure.** Does the project involve any structures, buildings, street lighting systems, spaces, sites or components thereof which are designated or may be eligible for designation in any of the following? If YES, please check and describe:

☐ National Register of Historic Places: _____

☐ California Register of Historic Resources: _____

☐ City of Los Angeles Cultural Historic Monument: _____

☐ Located within a City of Los Angeles Historic Preservation Overlay Zone (HPOZ): _____

☐ Identified on SurveyLA: _____

☐ Identified in HistoricPlacesLA: _____

Does the Project affect any structure 45 or more years old that does not have a local, state, or federal designation for cultural or historic preservation? ☐ YES ☑ NO

J. **Miscellaneous.** Does the property contain any easements, rights-of-way, Covenant & Agreements, contracts, underground storage tanks or pipelines which restrict full use of the property? ☐ YES ☐ NO
If YES, describe: Utility easment _____ and indicate the sheet number on your plans showing the condition: _____.

3. PROPOSED DEVELOPMENT

In the sections below, describe the entire project, not just the area in need of the entitlement request. If the project involves more than one phase or substantial expansion or changes of existing uses, please document each portion separately, with the total or project details written below. Attach additional sheets as necessary to fully describe the project.

A. ALL PROJECTS

i. Parking.

Vehicular Parking

Required: 9 + Guest: _____

Proposed: 41 + Guest: _____

Bicycle Parking:

Required Long-Term: 2 Required Short-Term: _____

Proposed Long-Term: 2 Proposed Short-Term: _____

ii. Height.

Number of stories (not including mezzanine levels): one Maximum height: 26'-0"

Are Mezzanine levels proposed? ☐ YES ☑ NO

If YES, indicate on which floor: _____

If YES, indicate the total square feet of each mezzanine: _____

*New construction resulting in a height in excess of 60 feet may require a **Shade/Shadow Analysis**. This does not apply to projects that are located within a Transit Priority Area (TPA) as defined by ZI-2452 (check the Planning and Zoning tab in ZIMAS for this information http://ZIMAS.lacity.org).*

iii. Project Size.

What is the total floor area of the project? 4441 sqft gross square feet

iv. Lot Coverage. Indicate the percent of the total project that is proposed for:

Building footprint: 12 %

Paving/hardscape: 78 %

Landscaping: 10 %

v. **Lighting.** Describe night lighting of project: Installing lights under drying canopy, wall lights and pole lights with shielded source to prevent glare

B. RESIDENTIAL PROJECT

If no portion of the project is residential, check ☑-N/A and continue to next section

i. **Number of Dwelling Units.**

Single Family: _____, Apartment: _____, Condominium: _____

ii. **Recreational Facilities.** List recreational facilities for project: _____

iii. **Open Space.**

Does the project involve new construction resulting in additional floor area and units? ☐ YES ☐ NO

Does the project involve six or more residential units? ☐ YES ☐ NO

If YES to both, complete the following

Pursuant to LAMC 12.21.G	Required	Proposed
Common Open Space (Square Feet)		
Private Open Space (Square Feet)		
Landscaped Open Space Area (Square Feet)		
Number of trees (24-inch box or greater)		

iv. **Utilities.** Describe the types of appliances and heating (gas, electric, gas/electric, solar): _____

v. **Accessory Uses.** Describe new accessory structures (detached garage, guest house, swimming pool, fence, stable, etc.) and/or additions: _____

C. COMMERCIAL, INDUSTRIAL OR OTHER PROJECT

If the project is residential only, check ☐-N/A and continue to next section

i. **Type of Use.** Car wash

ii. **Project Size.** Does the project only involve the remodel or change of use of an existing interior space or leasehold? ☐ YES ☑ NO

If YES, indicate the total size of the interior space or leasehold: N/A square feet

iii. **Hotel/Motel.** Identify the number of guest rooms: N/A guest rooms

iv. **Days of operation.** M-F 7:30am-8pm, Sat 7:30am-8pm, Sunday 8am-8pm
Hours of operation. _____

v. **Special Events.** Will there be special events not normally associated with a day-to-day operation (e.g., fundraisers, pay-for-view events, parent-teacher nights, athletic events, graduations)? ☐ YES ☑ NO
If YES, describe events and how often they are proposed _____

vi. **Occupancy Limit.** Total Fire Department occupancy limit: 22
   a. Number of fixed seats or beds N/A
   b. Total number of patrons/students 22
   c. Number of employees per shift 2, number of shifts _____
   d. Size of largest assembly area 4441 square feet

v. **Security.** Describe security provisions for the project Gate will be installed at both side of the property, maintaining the (E) concrete block wall fences and installing new camera on building and the site.

4. **SELECTED INFORMATION**

A. **Circulation.** Identify by name all arterial road types (i.e., Boulevard I, II, Avenue I, II, III) and freeways within 1,000 feet of the proposed Project; give the approximate distances (check http://navigatela.lacity.org for this information). Topanga Cyn on the west, De Soto om the east, Parthenia onthe south

B. **Green building certification.** Will the project be LEED-certified or equivalent? ☐ YES ☐ NO
If YES, check appropriate box:
☐ Certified ☐ Equivalent ☐ Silver ☐ Gold ☐ Platinum ☐ Other _____

C. **Fire sprinklers.** Will the Project include fire sprinklers? ☐ YES ☑ NO

5. CLASS 32 URBAN INFILL CATEGORICAL EXEMPTION (CE) REQUEST

The Class 32 "Urban Infill" Categorical Exemption (Section 15332 of the State CEQA Guidelines), is available for development within urbanized areas. This class is not intended to be applied to projects that would result in any significant traffic, noise, air quality, or water quality impacts.

☑ **Check this box if you are requesting a Class 32 Exemption, and:**

☑ You have read DCP's Specialized Instructions for the Class 32 Categorical Exemption (CP-7828) and,

☐ You have submitted the written justifications identified in the Specialized Instructions, and any supporting documents and/or technical studies to support your position that the proposed Project is eligible for the Class 32 Exemption and the project does not fall under any of the Exceptions pursuant to CEQA Section 15300.2.

Note that requesting the Urban Infill CE does not guarantee that the request will be accepted. The City may require additional studies and information, if necessary, to process the CE. The City reserves all rights to determine the appropriate CEQA clearance, including using multiple clearances and requiring an EIR if necessary.

APPLICANT/CONSULTANT'S AFFIDAVIT

OWNER MUST SIGN AND BE NOTARIZED,

IF THERE IS AN AGENT, THE AGENT MUST ALSO SIGN AND BE NOTARIZED

PROPERTY OWNER	CONSULTANT/AGENT
I, (print name) BHUPINDER S. MAC	I, (print name) _____
Signature _____	Signature _____

being duly sworn, state that the statements and information, including plans and other attachments, contained in this Environmental Assessment Form are in all respects true and correct to the best of my knowledge and belief. I hereby certify that I have fully informed the City of the nature of the Project for purposes of the California Environmental Quality Act (CEQA) and have not submitted this application with the intention of segmenting a larger Project in violation of CEQA. I understand that should the City determine that the Project is part of a larger Project for purposes of CEQA; the City may revoke any approvals and/or stay any subsequent entitlements or permits (including certificates of occupancy) until a full and complete CEQA analysis is reviewed and appropriate CEQA clearance is adopted or certified.

Space Below for Notary's Use

California All-Purpose Acknowledgement **Civil Code Section 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of LOS ANGELES

On MARCH 24, 2023 before me, DEAN KELVIN GRIFFITH, NOTARY PUBLIC
(Insert Name of Notary Public and Title)

personally appeared BHUPINDER S. MAC, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

_____ (Seal)
Signature

DEAN KELVIN GRIFFITH
Notary Public - California
Los Angeles County
Commission # 2313095
My Comm. Expires Nov 21, 2023

INSTRUCTIONS: Environmental Assessment Form

REQUIRED SUBMITTAL MATERIALS:

The following materials are required when submitting an Environmental Assessment Form (EAF); materials must be consistent with the application. All materials should reflect the entire Project, not just the area in need of a zone change, variance, or other entitlement.

The submittal materials are IN ADDITION TO those required for any case/application for which the Environmental Assessment Form is being filed.

Exhibits Required: ***Please note that based on the circumstances of a particular project proposal, in order to adequately analyze the environmental impacts of the project, assigned staff may require any of the following reports even if the project does not meet the indicated threshold.***

A. **Plot Plans and/or Subdivision Map and/or Haul Route Map:** One full size plot plan, subdivision map or haul route map and two 11" x 17" copies; material must show the location and layout of proposed development, including dimensions. Include topographic lines where grade is over 10%, and the location and diameter of all existing trees and shrubs with a trunk diameter greater than four inches on the project site and the adjacent public right-of-way.

B. **Vicinity Maps:** Two copies (8½" x 11") showing an area larger than the Radius/Land Use Map and depicting nearby street system, public facilities and other significant physical features with project area highlighted (similar to road maps, etc.).

C. **Color Pictures:** Two or more color pictures of the project site (taken within the last 30 days) showing existing improvements, walls, trees, shrubs and other structures on the property. Black and white or gray scale copies of color photos are not acceptable; internet "street view" images are not acceptable.

D. **Notice of Intent Fee:** An UNDATED check in the amount of $75 made out to the **Los Angeles County Clerk** for the purpose of filing a Notice of Intent to Adopt a Negative Declaration as required by Section 15072 of the State CEQA Guidelines.

E. **Payment Receipt:** Fees must be paid at the time of filing the Environmental Assessment per Article 9, Section 19.05 of the LAMC for the purpose of processing the initial study and for the publication of the Negative Declaration or Mitigated Negative Declaration; provide one copy of the payment receipt.

F. **Associated Application:** A duplicate copy of the application for the associated entitlement (e.g. zone change, general plan amendment, variance, conditional use, subdivider's statement) including entitlement justification and/or findings, if available.

G. **Project Planning Referral Form:** A copy of signed Project Planning Referral form (CP-7812) if the proposed project is located in a specific plan area, Community Design Overlay (CDO), Neighborhood Oriented District (NOD), Sign District (SN), Pedestrian Oriented District (POD), Community Plan Implementation Ordinance area and/or involves a small lot subdivision or affordable housing (e.g. Density Bonus, Conditional Use >35% increase, Public Benefit) type of project.

H. **Radius/Land Use Maps:** Two full size and two 8½" x 11" reduced size radius maps, if required for discretionary filing. Maps shall be prepared in compliance with the *Radius Map Requirements & Guidelines* (CP-7826); 300' radius line is okay for site plan review applications.

I. **Elevation Plans:** One full size and two 11" x 17" size plans. See DCP's *Elevation Instructions* form (CP-7817) for technical requirements and a listing of types of cases where elevations are always required. Exterior elevations can be required by planning staff as needed to illustrate and communicate the details of any case. Elevation plans must always show legible height dimensions.

J. **Floor Plans:** One full size and two 11" x 17 size. Floor plans should include patios, balconies and, if proposed for use, portions of the right-of-way. Floor plans are always required for hillside projects, CUB's (seats must be numbered), projects where the City Planning Commission (CPC) or the Area Planning Commission (APC) is the decision maker and other cases when the request involves the interior lay-out of a project. Refer to the Floor Plan Instructions (CP-7751) for detailed information about technical requirements.

K. **Tree Report:** Two copies of a tree report if the project involves removal, relocation, or replacement of any protected trees and shrubs on the project site or in the right-of way adjacent to the site, per Ordinance No. 186,873.

L. **Geology/Soils Approval Letter:** A copy of letter from Department of Building and Safety and copy of referenced geotechnical report, if located in hillside area and only if new construction is proposed.

M. **Haul Route Approval:** Projects within a Hillside Grading Area involving import/export of 1,000 cubic yards or more shall submit a Soils and/or Geotechnical Report reviewed & approved by LADBS.

N. **Topographic Map:** If slopes over 10% exist. If site is over 50 acres, 1" = 200' scale is acceptable.

O. **Cultural/Historic Impact Report:** If the project involves a designated Cultural/Historic property or a historic/cultural resource deemed eligible as historic resources through SurveyLA.

P. **Cultural/Historic Assessment:** If the project involves an undesignated structure, 45 years or older, provide clear unobstructed color photographs of all building facades, including accessory structures and a copy of the original (oldest) building permit, with plan sketch, if available.

Q. **Traffic Assessment:** If the project approaches or exceeds the following thresholds a Traffic Assessment review by the Department of Transportation (DOT) may be required (this list is not exhaustive, and unlisted uses may also require assessment).

Use	Threshold
Apartments	40 units
Condominiums (incl. live/work)	48 units
Convenience store (24-hr)	340 sf.
Convenience store (<24-hr)	720 sf.
Shopping center	6,700 sf.
Supermarket	2,600 sf.

Use	Threshold
General office	16,000 sf.
Fast food w/no drive-thru	570 sf.
Fast food w/drive thru	550 sf.
Restaurant – high turn over	2,300 sf.
Restaurant (including bars)	3,300 sf.

Please note that a Traffic Assessment does not necessarily result in a Traffic Study. However, an additional fee, pursuant to Section 19.15 will be required by the DOT for review of the assessment

R. **Duplicate Files:** An additional copy of the EAF and each exhibit is necessary for projects which are located in:

- ☐ The Coastal Zone
- ☐ The Santa Monica Mountains area

APPLICATIONS:

DEPARTMENT OF CITY PLANNING APPLICATION

THIS BOX FOR CITY PLANNING STAFF USE ONLY

Case Number ZA 2020 4232-CU-ZV

Env. Case Number ENV-2020-4233-EAF

Application Type Conditional Use and Zone Variance

Case Filed With (Print Name) Anna M. Vidal Date Filed 3/24/23

Application includes letter requesting:

☐ Waived hearing ☐ Concurrent hearing ☐ Hearing not be scheduled on a specific date (e.g. vacation hold)

Related Case Number

Provide all information requested. Missing, incomplete or inconsistent information will cause delays.

All terms in this document are applicable to the singular as well as the plural forms of such terms.

Detailed filing instructions are found on form CP-7810

1. PROJECT LOCATION

Street Address[1] 21915, 21911 W. Roscoe Blvd & 21914, 21908 W. Schoenborn St Unit/Space Number

Legal Description[2] (Lot, Block, Tract) Lot LT 1, tract TR 22944

Assessor Parcel Number 2779-037-025 Total Lot Area 38,489 sqft

2. PROJECT DESCRIPTION

Present Use 8000 sqft Restaurant

Proposed Use 4441 sqft of Automatic car wash/office/equipment room

Project Name (if applicable)

Describe in detail the characteristics, scope and/or operation of the proposed project Construction of a new 4441 sqft of automatic car wash, vacume tanks canopy, operation M-S 7:30am-8pm and Sunday 8am-8pm, we are requesting. ZV to permit a car wash within the P Zone as otherwise not permitted, CU to permit a car wash within the C Zone.

Additional information attached ☐ YES ☑ NO

Complete and check all that apply:

Existing Site Conditions

☐ Site is undeveloped or unimproved (i.e. vacant)

☑ Site has existing buildings (provide copies of building permits)

☐ Site is/was developed with use that could release hazardous materials on soil and/or groundwater (e.g. dry cleaning, gas station, auto repair, industrial)

☐ Site is located within 500 feet of a freeway or railroad

☐ Site is located within 500 feet of a sensitive use (e.g. school, park)

☐ Site has special designation (e.g. National Historic Register, Survey LA)

[1] Street Addresses must include all addresses on the subject/application site (as identified in ZIMAS—http://zimas.lacity.org)

[2] Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site)

Proposed Project Information

(Check all that apply or could apply)

- ☑ Demolition of existing buildings/structures
- ☐ Relocation of existing buildings/structures
- ☐ Interior tenant improvement
- ☐ Additions to existing buildings
- ☐ Grading
- ☐ Removal of any on-site tree
- ☐ Removal of any street tree
- ☐ Removal of protected trees on site or in the public right of way
- ☑ New construction: 4441 square feet
- ☐ Accessory use (fence, sign, wireless, carport, etc.)
- ☐ Exterior renovation or alteration
- ☐ Change of use and/or hours of operation
- ☐ Haul Route
- ☐ Uses or structures in public right-of-way
- ☐ Phased project

Housing Component Information

Number of Residential Units: Existing N/A – Demolish(ed)[3] 0 + Adding 0 = Total 0

Number of Affordable Units[4] Existing N/A – Demolish(ed) 0 + Adding 0 = Total 0

Number of Market Rate Units Existing N/A – Demolish(ed) 0 + Adding 0 = Total 0

Mixed Use Projects, Amount of Non-Residential Floor Area: N/A square feet

Public Right-of-Way Information

Have you submitted the Planning Case Referral Form to BOE? (required) ☑ YES ☐ NO

Is your project required to dedicate land to the public right-of-way? ☑ YES ☐ NO

If so, what is/are your dedication requirement(s)? 5'-0" ft.

If you have dedication requirements on multiple streets, please indicate: Only on Roscoe Blvd

3. ACTION(S) REQUESTED

Provide the Los Angeles Municipal Code (LAMC) Section that authorizes the request and (if applicable) the LAMC Section or the Specific Plan/Overlay Section from which relief is sought; follow with a description of the requested action.

Does the project include Multiple Approval Requests per LAMC 12.36? ☑ YES ☐ NO

Authorizing Code Section Section 12.27 (LAMC)

Code Section from which relief is requested (if any):

Action Requested, Narrative: ZV to permit a car wash within the P Zone as otherwise not permitted

Authorizing Code Section 12.24W27

Code Section from which relief is requested (if any): 12.27B

Action Requested, Narrative: CUP for a new 4441 sqft of car wash building. CU to permit a car wash within the C Zone within 500' of a R Zone, operation M-S 7:30am-8pm and Sunday 8am-8pm

Additional Requests Attached ☐ YES ☑ NO

[3] Number of units to be demolished and/or which have been demolished within the last five (5) years.

[4] As determined by the Housing and Community Investment Department

4. RELATED DEPARTMENT OF CITY PLANNING CASES

Are there previous or pending cases/decisions/environmental clearances on the project site? ☑ YES ☐ NO

If YES, list all case number(s) ZA-2020-4232 CU-ZVA, ENV-2020-4233-MND

If the application/project is directly related to one of the above cases, list the pertinent case numbers below and complete/check all that apply (provide copy).

Case No. ZA-2020-4232 CU-ZVA, Ordinance No.: _____

☐ Condition compliance review
☐ Modification of conditions
☐ Revision of approved plans
☐ Renewal of entitlement
☐ Plan Approval subsequent to Master Conditional Use
☐ Clarification of Q (Qualified) classification
☐ Clarification of D (Development Limitations) classification
☐ Amendment to T (Tentative) classification

For purposes of environmental (CEQA) analysis, is there intent to develop a larger project? ☐ YES ☐ NO

Have you filed, or is there intent to file, a Subdivision with this project? ☐ YES ☑ NO

If YES, to either of the above, describe the other parts of the projects or the larger project below, whether or not currently filed with the City:

5. RELATED DOCUMENTS / REFERRALS

To help assigned staff coordinate with other Departments that may have a role in the proposed project, please provide a copy of any applicable form and reference number if known.

a. Specialized Requirement Form _____
b. Geographic Project Planning Referral with Sarah Hounsell
c. Citywide Design Guidelines Compliance Review Form Provided with original submittal
d. Affordable Housing Referral Form _____
e. Mello Form _____
f. Unpermitted Dwelling Unit (UDU) Inter-Agency Referral Form _____
g. HPOZ Authorization Form _____
h. Management Team Authorization _____
i. Expedite Fee Agreement _____
j. Department of Transportation (DOT) Referral Form Provided with original submittal
k. Preliminary Zoning Assessment Referral Form _____
l. SB330 Preliminary Application _____
m. Bureau of Engineering (BOE) Planning Case Referral Form (PCRF) Provided with original submittal
n. Order to Comply _____
o. Building Permits and Certificates of Occupancy Provided with original submittal
p. Hillside Referral Form (BOE) _____
q. Low Impact Development (LID) Referral Form (Storm water Mitigation) Provided with original submittal
r. SB330 Determination Letter from Housing and Community Investment Department _____
s. Are there any recorded Covenants, affidavits or easements on this property? ☐ YES (provide copy) ☑ NO

PROJECT TEAM INFORMATION (Complete all applicable fields)

Applicant[5] name Bhupinder S Mac

Company/Firm Old field gas Inc

Address: 5951 N. Variel Ave Unit/Space Number

City Woodland Hills State CA Zip Code: 91367

Telephone (818) 930-2737 E-mail: bmacchevron@gmail.com

Are you in escrow to purchase the subject property? ☐ YES ☑ NO

Property Owner of Record ☑ Same as applicant ☐ Different from applicant

Name (if different from applicant)

Address Unit/Space Number

City State Zip Code:

Telephone E-mail:

Agent/Representative name Jian Kerendian

Company/Firm Architects Group

Address: 1756 Barry Ave Unit/Space Number

City Los Angeles State CA Zip: 90025

Telephone (310) 920-2626 E-mail: jiank26@yahoo.com

Other (Specify Architect, Engineer, CEQA Consultant etc.)

Name

Company/Firm

Address: Unit/Space Number

City State Zip Code:

Telephone E-mail:

Primary Contact for Project Information ***(select only one)***

☐ Owner ☐ Applicant

☑ Agent/Representative ☐ Other

To ensure notification of any public hearing as well as decisions on the project, make sure to include an individual mailing label for each member of the project team in both the Property Owners List, and the Abutting Property Owners List.

[5] An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An applicant is not someone filing the case on behalf of a client (i.e. usually not the agent/representative).

PROPERTY OWNER

7. **PROPERTY OWNER AFFIDAVIT.** Before the application can be accepted, the owner of each property involved must provide a notarized signature to verify the application is being filed with their knowledge. Staff will confirm ownership based on the records of the City Engineer or County Assessor. In the case of partnerships, corporations, LLCs or trusts the agent for service of process or an officer of the ownership entity so authorized may sign as stipulated below.

   - **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying the agent for service or process or an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25% interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
   - **Letter of Authorization (LOA).** A LOA from a property owner granting someone else permission to sign the application form may be provided if the property is owned by a partnership, corporation, LLC or trust or in rare circumstances when an individual property owner is unable to sign the application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized the file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items A-D below. In the case of partnerships, corporations, LLCs or trusts the LOA must be signed and notarized by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
   - **Grant Deed.** Provide a Copy of the Grant Deed If the ownership of the property does not match City Records and/or if the application is for a Coastal Development Permit. The Deed must correspond exactly with the ownership listed on the application.
   - **Multiple Owners.** If the property is owned by more than one individual (e.g. John and Jane Doe or Mary Smith and Mark Jones) notarized signatures are required of all owners.

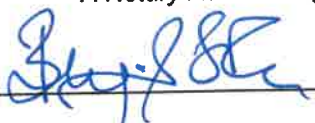
   a. I hereby certify that I am the owner of record of the herein previously described property located in the City of Los Angeles which is involved in this application or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC or trust as evidenced by the documents attached hereto.

   b. I hereby consent to the filing of this application on my property for processing by the Department of City Planning.

   c. I understand if the application is approved, as a part of the process the City will apply conditions of approval which may be my responsibility to satisfy including, but not limited to, recording the decision and all conditions in the County Deed Records for the property.

   d. By my signature below, I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct.

Property Owner's signatures must be signed/notarized in the presence of a Notary Public.
The City requires an original signature from the property owner with the "wet" notary stamp.
A Notary Acknowledgement is available for your convenience on following page.

Signature  Date 3/24/2023

Print Name BHUPINDER S. MAL

Signature _____ Date _____

Print Name _____

Space Below For Notary's Use

California All-Purpose Acknowledgement **Civil Code ' 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of LOS ANGELES

On MARCH 24, 2023 before me, DEAN KELVAN GRIFFITH, NOTARY PUBLIC
(Insert Name of Notary Public and Title)

personally appeared BHUPINDER S. MAL, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature (Seal)

DEAN KELVIN GRIFFITH
Notary Public - California
Los Angeles County
Commission # 2313095
My Comm. Expires Nov 21, 2023

APPLICANT

8. **APPLICANT DECLARATION.** A separate signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the application can be accepted.

   a. I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of City Planning, I agree to revise the information as appropriate.

   b. I hereby certify that I have fully informed the City of the nature of the project for purposes of the California Environmental Quality Act (CEQA) and have not submitted this application with the intention of segmenting a larger project in violation of CEQA. I understand that should the City determine that the project is part of a larger project for purposes of CEQA, the City may revoke any approvals and/or stay any subsequent entitlements or permits (including certificates of occupancy) until a full and complete CEQA analysis is reviewed and appropriate CEQA clearance is adopted or certified.

   c. I understand that the environmental review associated with this application is preliminary, and that after further evaluation, additional reports, studies, applications and/or fees may be required. .

   d. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this application will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.

   e. I understand that the burden of proof to substantiate the request is the responsibility of the applicant. Additionally, I understand that planning staff are not permitted to assist the applicant or opponents of the project in preparing arguments for or against a request.

   f. I understand that there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.

   g. I understand that if this application is denied, there is no refund of fees paid.

   i. I understand and agree to defend, indemnify, and hold harmless, the City, its officers, agents, employees, and volunteers (collectively "City), from any and all legal actions, claims, or proceedings (including administrative or alternative dispute resolution (collectively "actions"), arising out of any City process or approval prompted by this Action, either in whole or in part. Such actions include but are not limited to: actions to attack, set aside, void, or otherwise modify, an entitlement approval, environmental review, or subsequent permit decision; actions for personal or property damage; actions based on an allegation of an unlawful pattern and practice; inverse condemnation actions; and civil rights or an action based on the protected status of the petitioner or claimant under state or federal law (e.g. ADA or Unruh Act). I understand and agree to reimburse the City for any and all costs incurred in defense of such actions. This includes, but it not limited to, the payment of all court costs and attorneys' fees, all judgments or awards, damages, and settlement costs. The indemnity language in this paragraph is intended to be interpreted to the broadest extent permitted by law and shall be in addition to any other indemnification language agreed to by the applicant.

   i. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license or permit.

The City requires an original signature from the applicant. The applicant's signature below <u>does not</u> need to be notarized.

Signature: _____ Date: 3/24/2023

Print Name: BHUPINDER S. MAL

OPTIONAL

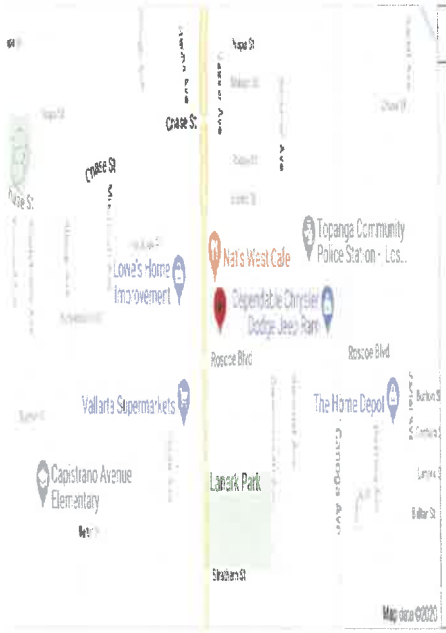
NEIGHBORHOOD CONTACT SHEET

9. **SIGNATURES** of adjoining or neighboring property owners in support of the request are not required but are helpful, especially for projects in single-family residential areas. Signatures may be provided below (attach additional sheets if necessary).

NAME (PRINT)	SIGNATURE	ADDRESS	KEY # ON MAP

REVIEW of the project by the applicable Neighborhood Council is not required, but is helpful. If applicable, describe, below or separately, any contact you have had with the Neighborhood Council or other community groups, business associations and/or officials in the area surrounding the project site (attach additional sheets if necessary).

ROSCOE CAR WASH
JOB AT: 21915 W. ROSCOE BLVD, 21911 W. ROSCOE BLVD 21914 W. SCHOENBORN ST, 21908 W. SCHOENBORN ST, CANOGA PARK CA 91304



PROJECT SUMMARY

OWNER	Oldfield Gas Inc
JOB ADDRESS	21915 W ROSCOE BLVD 21911 W ROSCOE BLVD 21914 W SCHOENBORN ST 21908 W SCHOENBORN ST LOS ANGELES CA 91304
LEGAL DESCRIPTION	TRACT TR 22844 LOT LT 1 PM M B 748-70/71 MAP SHEET 192B101 APN 2719-037-025
PROPOSED	NEW AUTOMATIC CAR WASH EQUIPMENT ROOM, PRIVATE OFFICE INSIDE EQUIPMENT ROOM
LAND AREA	38,485.0 (sq ft) PER ZIMAS 0.844 (ac) PER ASSESSOR
BUILDING TO BE DEMOED	E. RESTAURANT TO BE DEMOED 8,000.0 (sq ft)
N. BUILDING PROPOSED	4441 (sq ft)
N. CANOPY DRYING AREA SQFT	
BUILDING COVERAGE	0.12 (11% MAX)
E. PARKING PER VN 5512	76 SPACES
TOTAL PARKING SPACES REQUIRED FOR BUILDING	4441 / 500 = 9 SPACES
TOTAL PARKING SPACES REPLACED WITH BICYCLE PARKING ALLOWED 120% X 26 SPACES = 31	0 SPACES
TOTAL BICYCLE PARKING PROVIDED	2 SPACES SHORT TERM, 2 LONG TERM
PARKING PROVIDED	41 SPACES
STANDARD	33 SPACES (17'/18')
COMPACT	6 SPACES (13'/15')
DISABLE	2 SPACE (17'/18')
NEW Zoning DATA	
E. C2-1 L COMMERCIAL ZONE	
E. P-1 L COMMERCIAL ZONE	

PROJECT SUMMARY

TOTAL BUILDING SQFT SCHOOL DISTRICT	4441 (sq ft)
TOTAL BUILDING SQFT ZONING CODE	4168 SQFT
TOTAL BUILDING SQFT BUILDING FLOOR AREA CODE	4168 SQFT
ZONE Community Plan Area Chatsworth - Porter Ranch	C2-1 L COMMERCIAL P-1 L Automobile
TYPE OF CONST	V B
OCCUPANCY GROUP	
OCCUPANCY GROUP CAR WASH	M
OCCUPANCY GROUP OFFICE	B
OCCUPANCY LOAD CAR WASH	33 PERSON
LANDSCAPING REQUIRED	38485 X 10% =3848.5 SQFT
LANDSCAPING PROVIDED	3800 SQFT
STORIES	ONE
HEIGHT CAR WASH	25'-0" ALLOWED 75'-0"
FLAME SPREAD CLASS#	III 76-200
VISITOR PARKING SPACES PROVIDED	32 SPACES
EMPLOY BICYCLE PARKING SPACES PROVIDED	3 LONG TERM 3 SHORT TERM SPACES
ELECTRIC VEHICLES PROVIDED	6 SPACES (by owr choice) PER GREEN 11 SPACE REQUIRED

THIS PROJECT SHALL COMPLY WITH THE CODES OF 2015 CALIFORNIA BUILDING CODE (CBC) MECHANICAL CODE, PLUMBING CODE 4 ELECTRICAL CODE (CEC) 4 CITY ORDINANCE + 2013 LA GREEN BUILDING CODE

SHEETS INDEX

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A-1b	ZA-2020-4232-CU-ZBA
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A-2	PLOT PLAN
A-3	1ST FLOOR PLAN
A-4	ROOF PLAN
A-4a	ROOF SPEC
A-5	ELEVATIONS
A-6	ELEVATIONS
A-7	SECTIONS A-A SECTIONS B-B
A-7a	GTP SPEC SPEC
A-8	1ST ELECTRICAL FIXTURE PLAN MARKET
A-9	2ND ELECTRICAL LIGHTS INFORMATION
A-9a	ELECTRICAL FIXTURE SPECS
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A-10a	EQUIPMENT SCHEDULE
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A-13	ADA DETAILS
A-14	ADA DETAILS
A-14a	ADA DETAILS
A-14b	ADA DETAILS
A-14c	ADA DETAILS
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A-17	DOORS AND WINDOWS CONST DETAILS
A-18	CONST DETAILS
A-18a	CONST DETAILS
A-18c	METAL CONST DETAILS
A-18d	CONST DETAILS Exterior Insulation Finish Systems (EIFS)
A-19	CITY'S STANDARD DROP CEILING DETAILS/NOTES
A-20	HEALTH DEPT NOTE
A-21	GENERAL NOTES
A-22	TRASH ROOM PLAN, SECTION AND ELEVATION
A-23	AIR AND WATER DETAILS
A-24	GREEN NOTES
A-24a	GREEN NOTES
A-24b	GREEN NOTES
A-24c	UNIVERSAL WASTE FACT SHEETS
A-25	DISABLE ACCESS NOTES
A-26	DISABLE ACCESS NOTES
A-27	DISABLE ACCESS NOTES
T-24.1	TITLE 24
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T-24.5	TITLE 24
L1	PLANTING PLAN
L2	IRRIGATION PLAN
L3	PLANTING INFORMATION
L4	IRRIGATION INFORMATION
L5	IRRIGATION NOTES
L6	DETAILS

CONSULTANTS

GUOJIANG ZHANG, LS 8568
TRANS AMERICAN ENGINEERING
8431 LA MADERA AVE
El Monte, CA 91732
TEL: (626) 638-9330

SOIL ENGINEER
M. Jabed Rasul MS, REA
President/ Soil Engineer
Geo Environ Eng. Consultants, Inc.
4671 E. La Palma Ave. Suite B
Anaheim, Ca 92807
714-609-13988 (cell)
714-632-3952 (off)
714-632-3951 (fax)

BUILDING ENGINEER
Vahan (Victor) Kayikchian PE
Structural Design Concepts
818-486-0960

EMP ENGINEER
Arash Nateri, PE
A 4 N Design Group Inc
23550 Oxnard Street, 1200
Woodland Hills, CA 91367
Tel: 818-338-1361
Fax: 818-758-0081

GRADING ENGINEER
Shahriar Yadegari, PE
267 S San Pedro 104
Los Angeles CA 90012
Tel: (323) 430-8033

THE ABOVE DRAWINGS AND SPECIFICATIONS AND IDEAS, DESIGNS/DETAILS AND ARRANGEMENTS REPRESENTED THEREBY ARE AND SHALL REMAIN THE PROPERTY OF THE CONSULTANTS AND NO PART THEREOF SHALL BE COPIED DISCLOSED TO OTHERS OR USED IN CONNECTION WITH ANY WORK OR PROJECT OTHER THEN THE SPECIFIC PROJECT FOR WHICH THEY HAVE BEEN PREPARED AND DEVELOPED WITHT THE WRITTEN CONSENT OF CONSULTANTS. VISUAL CONTACT WITH THESE DRAWINGS/DETAILS SHALL CONSTITUTE CONCLUSIVE EVIDENCE OF ACCEPTANCE OF THESE RESTRICTIONS

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CONTRACTOR SHALL VERIFY THE THICKNESS OF ALL NEW AND/OR EXISTING WALLS

ZA 2020 4232

12/14/2020
12/14/2021

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LIC#C15983
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los angeles california
90025
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ROSCOE CAR WASH
JOB AT: 21915 W. ROSCOE BLVD, 21911 W. ROSCOE BLVD
21914 W. SCHOENBORN ST, 21908 W. SCHOENBORN ST,
CANOGA PARK CA 91304

3/8/2021

A1

6" THICK REINFORCED CONCRETE DRIVE SLAB W/ #4'S AT 18" O.C. EACH WAY OVER 4" CRUSHED ROCK OR AS SPECIFIED IN SOILS REPORT (if any)

THE CONSTRUCTION SHALL NOT RESTRICT A FIVE FOOT CLEAR AND UNOBSTRUCTED ACCESS TO ANY WATER OR POWER DISTRIBUTION FACILITIES (POWER POLE, PULL BOXES, TRANSFORMERS, VAULTS, PUMPS, VALVES, METERS APPURTENANCES, ETC.) OR TO THE LOCATION OF THE HOOK-UP. THE CONSTRUCTION SHALL NOT BE WITH TEN FEET OF ANY POWER LINES WHETHER OR NOT THE LINES ARE LOCATED ON THE PROPERTY. FAILURE TO COMPLY MAY CAUSE CONSTRUCTION DELAYS AND/OR ADDITIONAL EXPENSES.

An approved Seismic Gas Shutoff valve still be installed on the fuel gas line on the down stream side of the utility meter and be rigidly connected to the exterior of the building or structure containing the fuel gas piping." (Per Ordinance 170,931) Includes "Commercial additions and TI work over 40,000) Separate plumbing permit is required.

Provide ultra flush water closets for all new construction. Existing shower heads and toilets must be adapted for low water consumption.

A copy of the evaluation reports and/or conditions of listing shall be made available at the job site.

Roof drainage is not permitted to flow over public property.

"All roof runoff to drain to (proposed BMP). See LID plan

ALL ROOF DOWN SPOTS (DRAINS) AND RUN OFF WATER TO BE DIRECTED TO THE INFILTRATION SYSTEM PER LID PLAN

"I agree to comply with the requirements of the water efficient landscape ordinance and submit a complete Landscape Documentation Package."

The evapotranspiration adjustment factor (ETAF) for the landscape project shall not exceed a factor of (0.55 for residential areas) (0.45 for non-residential areas).

A separate electrical plan check is required to verify the raceway method(s), wiring schematics and electrical calculations for the electrical charging system."

"The electrical system shall have sufficient capacity to simultaneously charge all electric vehicles at their full rated amperage."

"The service panel or subpanel(s) shall have sufficient capacity to accommodate the required number of dedicated branch circuit(s) for the future installation of the EVSE."

"The service panel or subpanel(s) circuit directory shall identify the reserved over current protective device space(s) for future EV charging as 'EV CAPABLE'. The raceway termination shall be permanently and visibly marked as 'EV CAPABLE'."

"A copy of the construction documents or a comparable document indicating the information from Energy Code Section 110.10(b) through 110.10(c) shall be provided to the occupant."

PLOT /SITE PLAN

36" CONC' BLK WALL &/OR DECORATIVE WALL, WITH STACKED STONES VERIFY DESIGN W/OWNER ONLY IF THE PARINGS FALL IN THE FIRST 15'-0" OF THE PROPERTY LINES

MAX' SIGN AREA REQUIREMENTS SHALL BE BASED ON A 1 TO 1 RATIO, 1 LINEAL FEET TO THE WIDTH OF THE TENANT SPACES TRANSLATE TO 1 SQFT OF SIGN AREA. ALL SIGN SHALL BE CHANNEL LETTERING TYP'.

A SEPARATE PERMIT REQUIRED FOR GRADING PLUMBING, MECHANICAL AND ELECTRICAL WORK

SIGNS SHALL BE UNDER SEPARATE PERMIT

4" DIA. PVC DOWNSPOUT IN COLUMN BY CANOPY

6" THICK REINFORCED CONCRETE

DRIVE SLAB W/ #4'S AT 18" O.C.

EACH WAY OVER 4" CRUSHED ROCK

OR AS SPECIFIED IN SOILS REPORT

Location of irrigation controller(s)

Irrigation controller(s) shall be either weather- or soilbased under any of the following conditions:

a. Any newly-installed irrigation controller(s) or

b. On sites with 5000 square feet or more of cumulative irrigated landscape areas. (5.304.3)

SHORT TERM BICYCLE RACK TO HOLD 2 BIKES

LOCATION OF GAS SHUT OFF VALVE PROVIDE A SIGN SEE PLUMBING PLAN (IF ANY VERIFY.)

iii. For single Ev charging spaces, add note to plans: "A listed raceway capable of accommodating a 208/240 volt dedicated branch circuit shall be installed. The raceway shall not be less than trade size 1".Add note to plans. 'The service panel or subpanel(s) shall have sufficient capacity to accommodate the required number of dedicated

40 ampere minimum branch circuit(s) for the future installation of the EVSE."

FLOOR PLAN

NOTE: ALL MEASUREMENTS LINES ARE FRO FACE OF PLYWOOD AS SHOWN IN STRUCTURAL PLAN WHERE OCCUR

10. Each bicycle parking space shall be a minimum of 2 feet in length.

11. Bicycle parking installed vertically shall be a minimum of 4 feet deep and 6 feet in height.

12. For single-tiered bicycle parking, minimum headroom of 7 feet shall be provided.

Individual racks installed side by side to one another within bicycle rooms or bicycle cages that allow bicycles to be locked to either side of the rack shall be spaced a minimum of 30 inches on center

THE CONSTRUCTION SHALL NOT RESTRICT A FIVE FOOT CLEAR AND UNOBSTRUCTED ACCESS TO ANY WATER OR POWER DISTRIBUTION FACILITIES (POWER POLE, PULL BOXES, TRANSFORMERS, VAULTS, PUMPS, VALVES, METERS APPURTENANCES, ETC) OR TO THE LOCATION OF THE HOOK-UP. THE CONSTRUCTION SHALL NOT BE WITH TEN FEET OF ANY POWER LINES WHETHER OR NOT THE LINES ARE LOCATED ON THE PROPERTY. FAILURE TO COMPLY MAY CAUSE CONSTRUCTION DELAYS AND/OR ADDITIONAL EXPENSES.

Locks shall be installed on all publicly accessible exterior faucets and hose bibbs. (4.304.4)

ALL WINDOWS AND DOORS SHALL BE NEW PLAIN GRAY CLR ALUM.

BUILDING ADDRESS MIN' 4 SIZE 8"x4"

EXHAUST FAN IN BATH RM SHALL BE LIGHT SWITCH ACTIVATED

A SEPERATE PERMIT REQUIRED FOR PLUMBING, MECHANICAL AND ELECTRICAL WORK

SIGNS SHALL BE UNDER SEPARATE PERMIT

PROVIDE NATURAL VENTILATION OR MECHANICALLY OPERATED SYSTEM SUPPLYING 15 CFM, WITH LIGHT ACTIVATED SWITCH

TOILET ROOMS SHALL BE PROVIDED MECHANICALLY OPERATED EXHAUST SYSTEM CAPABLE OF PROVIDING A COMPLETE CHANGE OR AIR EVERY 15 MINUTES, SUCH EXHAUST SYSTEM SHALL BE CONNECTED DIRECTLY TO THE OUTSIDE AT LEAST 3' FROM ANY OPENING TYP"

Indicate on plans that interior finish materials applied to wall and ceilings shall be tested as specified in Section 803. Specify the classifications per Table 803.5 and Section 803.1. Clearly indicate on the plans.

The flame-spread rating of paneling materials on the walls of the corridor, lobby and exit enclosure must be identified on plans. (T-803.5)

The exit path shall be identified by exit signs conforming to the requirements of Section 1011. Exit signs shall be readily visible from any direction of approach. Exit signs shall be located as necessary to clearly indicate the direction of egress travel. No point shall be more than 100 feet from the nearest visible sign. (1011)

State on plans that the outdoor lighting systems shall be designed and installed to comply with all of the following:

a. The minimum requirements in California Energy Code for Lighting Zones 1-4
b. Backlight, Uplight and Glare (BUG) ratings as defined in IESNA TM-15-11
c. Allowable BUG ratings not exceeding those shown in on Table 5.106.8. (5.106.8)

Install a sign next to the entrance door indicating "no smoking within 20'-0" of the door and pumps"

Public accomodations shall maintain in operable working condition those features of facilities and equipment that are required to be accessible to and usable by persons with disabilities, isolated or temporary maintenance or repairs shall be permitted. §113-108

building is not exposed to a noise level of 65dB Leq- 1-hr during any hour of operation.

State on plans that the outdoor lighting systems shall be designed and installed to comply with all of the following:

a. The minimum requirements in California Energy Code for Lighting Zones 1-4
b. Backlight, Uplight and Glare (BUG) ratings as defined in IESNA TM-15-11
c. Allowable BUG ratings not exceeding those shown in on Table 5.106.8. (5.106.8)

Provide a weep screed for stucco at the foundation plate line a minimum of 4 inches above the earth or 2 inches above paved areas. Weep screeds shall be of a type which will allow trapped water to drain to the exterior of the building. (show these dimentions on a foundation detail drawing) (Section 2512.2)

1010.1.1 Size of doors

The required capacity of each door opening shall be sufficient for the occupant load thereof and shall provide a minimum clear width of 32 inches (813 mm). Clear openings of doorways with swinging doors shall be measured between the face of the door and the stop, with the door open 90 degrees (1.57 rad). Where this section requires a minimum clear width of 32 inches (813 mm) and a door opening includes two door leaves without a mullion, one leaf shall provide a clear opening width of 32 inches (813 mm). The maximum width of a swinging door leaf shall be 48 inches (1219 mm) nominal. Means of egress doors in a Group I-2 or I-21 occupancy used for the movement of beds and stretcher patients shall provide a clear width not less than 44 inches (1118 mm). The height of door openings shall be not less than 80 inches (2032 mm)

An approved Seismic Gas Shutoff Valve will be installed on the fuel gas line on the down stream side of the utility meter and be rigidly connected to the exterior of the building or structure containing the fuel gas piping." (Per Ordinance 170858) Includes Commercial additions and TI work over $10,000.) Separate plumbing permit is required.

Provide ultra flush water closets for all new construction. Existing shower heads and toilets must be adopted for low water consumption.

THE ABOVE DRAWINGS AND SPECIFICATIONS AND IDEAS, DESIGNS, DETAILS AND ARRANGEMENTS REPRESENTED THEREIN, ARE AND SHALL REMAIN THE PROPERTY OF THE CONSULTANTS AND NO PART THEREOF SHALL BE COPIED, DISCLOSED TO OTHERS OR USED IN CONNECTION WITH ANY WORK OR PROJECT OTHER THAN THE SPECIFIC PROJECT FOR WHICH THEY HAVE BEEN PREPARED AND DEVELOPED. WITHOUT THE WRITTEN CONSENT OF CONSULTANTS. VISUAL CONTACT WITH THESE DRAWINGS/DETAILS SHALL CONSTITUTE CONCLUSIVE EVIDENCE OF ACCEPTANCE OF THESE RESTRICTIONS.

WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALE DIMENSION. CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB. THIS OFFICE AND/OR ANY OF OUR CONSULTANTS MUST BE NOTIFIED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN BY THESE DRAWINGS. SHOP DETAILS OF ANY MUST BE SUBMITTED TO THIS OFFICE FOR APPROVAL BEFORE PROCEEDING WITH FABRICATION.

CONTRACTOR SHALL VERIFY THE THICKNESS OF ALL NEW AND/OR EXISTING WALLS

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12/14/2018
12/14/2021

ROSCOE CAR WASH
JOB AT: 21915 W. ROSCOE BLVD, 21911 W. ROSCOE BLVD
21914 W. ROSCOE BLVD, 21917 W. SCHOENBORN ST, 21968 W. SCHOENBORN ST.
CANOGA PARK, CA 91304

8/6/2018
1/4"=1'-0"

A 3

INSTALL FLASHING 5"x5" AT EA CORNER OF WALLS AND RAFTERS TYP

HVAC EQUIPMENT SHALL BE SCREENED FROM VIEW. VERIFY THE LOCATION OF PATH WITH STR. DRWG.

MIN 36" HIGH PARAPET TYP @ ALL SIDE SEE ELEVATION FOR EXACT HEIGHT

CONTINUE BITUTHENE UNDER BLD'G PAPER WALL INTERSECTION

Location of the metal conduit (1" minimum) termination for future solar use. The termination point shall be located at an area designated for future installation of electrical solar panels

location for inverters and metering equipment and a pathway for routing from the solar zone to the main service panel.

pathway for routing of plumbing from the solar zone to the water-heating system. (5.211, Energy Code §110.10)

RAIN CANOPY 4' @ x6.5' L

TYP

ROOF ACCESS LADDER TYP

VERASHIELD ESR 2035 FIRE-RESISTANT ROOF DECK PROTECTION

HVAC EQUIPMENT SHALL BE SCREENED FROM VIEW. VERIFY THE LOCATION OF PATH WITH STR. DRWG

CRICKET ROOF @2% SLOPE TYP

1/4"/12 SLOPE

FLAT ROOF

MIN 36" HIGH PARAPET TYP @ ALL SIDE SEE ELEVATION FOR EXACT HEIGHT

Routing to service panel

4'-0"

65"x39" panels

roof solar zone area(s):
4441 sqft roof area x 15% = 666 sqft req.
provided 666 sqft

26'-4"

INSTALL WATER PROOF MEMBRANE AND SHEET METAL @ CONNECTION OF ALL WALLS AND ROOF ON TOP OF HOT MOP AS SPECIFIED IN WATER PROOFING ROOF NOTE

CONTINUE BITUTHENE UNDER BLD'G PAPER WALL INTERSECTION

CLASS "A" ROOFING SEE ROOF PLAN

INSTALL FLASHING 5"x5" AT EA CORNER OF WALLS AND RAFTERS TYP

CONTINUE BITUTHENE UNDER BLD'G PAPER WALL INTERSECTION

VERIFY W/ STR. PLAN

ROOF PLAN

CLASS "A" ROOFING
INSTAL FIBER CANT STRIPS AS NECESSARY NAIL DOWN NEW 15LB GLAS BASE SHEET HOT MOP W/MOLTEN ASPHALT AND INSTAL SECOND LAYER 1LB GLASPLY SHEET HOT MOP AGAIN AND INSTAL 3RD LAYER 1LB GLASPLY SHEET HOT MOP AGAIN MINED NEW 72LB MINERAL SURFACE FIBER GLASS CAP SHEET UNAY ALL PARAPET WALLS W/ONE LAYER 15LB GALS BASE SHEET AND FINAL LAYER 72LB MINERAL SURFACE CAP SHEET SEAL ALL PIPES, VENTS AND OTHER PROTRUSIONS W/PLASTIC ROOF CEMENT
FOR PITCH ROOF
INSTAL BASE PER MAUFNG SPECIFICATIONS, MCA CLAY ROOFS TILE
RR#2456e

CLASS "A" ROOFING
INSTAL FIBER CANT STRIPS AS NECESSARY NAIL DOWN NEW 15LB GLAS BASE SHEET HOT MOP W/MOLTEN ASPHALT AND INSTAL SECOND LAYER 1LB GLASPLY SHEET HOT MOP AGAIN AND INSTAL 3RD LAYER 1LB GLASPLY SHEET HOT MOP AGAIN MINED NEW 72LB MINERAL SURFACE FIBER GLASS CAP SHEET UNAP ALL PARAPET WALLS W/ONE LAYER 15LB GALS BASE SHEET AND FINAL LAYER 72LB MINERAL SURFACE CAP SHEET SEAL ALL PIPES, VENTS AND OTHER PROTRUSIONS W/PLASTIC ROOF CEMENT.

INSTAL #4" GUTTER AND DOWN SPOT AS NECESSARY AT EACH CORNER

GUTTER SHALL BE ANODIZED ALUMINUM WHITE OR COLOR TO MATCH THE BUILDING

INSTALL 24 GA GI FLASHING ON ALL PARAPETS TYP

INSTALL 5X5 SHEET METAL AT ALL CONNECTIONS OF WALLS AND ROOF

1" STUCCO ON ALL EXTERIOR WALLS OVER WATER PROOF PAPER AND LATH. 3/8" GYP BRD TYPE "X" OVER ALL WALLS AND CEILINGS.
INSTALL WEEP SCREED "Z" STRAP FLASHING AT END OF STUCCO.
RE-INSUL AT ALL EXTERIOR WALLS.

ENCLOSED ATTICS AND ENCLOSED RAFTER SPACES FORMED WHERE CEILINGS ARE APPLIED DIRECTLY TO THE UNDERSIDE OF ROOF FRAMING MEMBERS SHALL HAVE CROSS VENTILATION FOR EACH SEPARATE SPACE BY VENTILATION OPENINGS PROTECTED AGAINST THE ENTRANCE OF RAIN AND SNOW. BLOCKING AND BRIDGING SHALL BE ARRANGED SO AS NOT TO INTERFERE WITH THE MOVEMENT OF AIR. AN AIR SPACE OF NOT LESS THEN 1" SHALL BE PROVIDED BETWEEN THE INSULATION AND THE ROOF SHEATHING. THE NET FREE VENTILATING AREA SHALL NOT BE LESS THAN 1/150th OF THE AREA OF THE SPACE VENTILATED, REF. 2013 CBC SECT 1203.2

ENERGY EFFICIENCY

a. For nonresidential buildings of three stories or less, comply with the following:

a. Designate on the roof plan solar zone area(s) with total area equal to or greater than 15% of the building's roof
area. The solar zone shall be comprised of areas that have no dimension less than 5 feet and each area shall not be less than:

i. 80 sq ft for roof areas of 10,000 sq ft or less

ii 160 sq ft for roof areas over 10,000 sq ft.
b. For roof slopes ≥ 2:12 (15° from horizontal), show that the solar zone is oriented between 110° and 270° of true north.

c. The solar zone shall be free of obstructions and be setback at least two times the height of any obstruction, including but not limited to, vents, chimneys, and equipment.

d. Plans shall indicate a location for inverters and metering equipment, and a pathway for routing from the solar zone to the main service panel.

e. Plans shall indicate a pathway for routing of plumbing from the solar zone to the water-heating system. (5.211, Energy Code §110.10)

g. "A copy of the construction documents or a comparable document indicating the information from Energy Code Section 110.10(b) through 110.10(c) shall be provided to the occupant." (Energy Code §10.10.d.1)

www.coolroofs.org/products

AT ALL FLAT ROOFS INSTALL PER FOLLOWING AND MANUFACTURING SPEC

CRRC PROD. ID 0668-0081

MANUFACTURER: BRAND MODEL
CertainTeed Corporation.
Commercial CoolStar Membranes
FlintLastic GTS-FR CoolStar,
Flintglas M9 Cap CoolStar,
Flintlastic GTA-FR CoolStar,
Flintlastic FR-P CoolStar,
Flintlastic SA Cap FR CoolStar,
Flintlastic FR Cap 30 CoolStar,
Flintlastic GTA CoolStar,
Flintlastic SA Cap CoolStar,
Flintlastic GPS CoolStar,
Flintlastic FR Cap 30 T CoolStar,
Flintlastic Premium FR-P CoolStar,
Flintlastic FR Dual Cap CoolStar,
Flintlastic FR Dual Cap CoolStar

PRODUCT TYPE
Membrane: Built-Up and Modified Bitumen Sheet Roofing

COLOR Bright White

SOLAR REFLECTANCE
Initial, 0.70 3 year, 0.59

THERMAL EMITTANCE
Initial, 0.90 3 year, 0.85

SRI
Initial 86 3 year 69

SLOPED ROOF

CRRC PROD. ID 1284-0024

MANUFACTURER: BRAND MODEL
Auburn Tile: Auburn Tile Inc.
Adobe

PRODUCT TYPE
Steep Slope: Concrete/Clay Tile and Slates

COLOR Green, Brown
SOLAR REFLECTANCE Initial 0.22 3 year 0.22
THERTIAL EMITTANCE Initial 0.83 3 year 0.91

SRI Initial 33 3 year 22

CLASS "A" ROOFING

VERASHIELD
ESR 2035 FIRE-RESISTANT
ROOF DECK PROTECTION

"All roof runoff to drain to (proposed DRY.) See (reference sheets)."

ALL ROOF DOWN SPOTS (DRAINS) AND RUN OFF WATER TO BE DIRECTED TO THE INFILTRATION SYSTEM PER L1D PLAN

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CONTRACTOR SHALL VERIFY THE THICKNESS OF ALL NEW AND/OR EXISTING WALLS

12/14/2015
owner rev

12/14/2021
PLNG SUB

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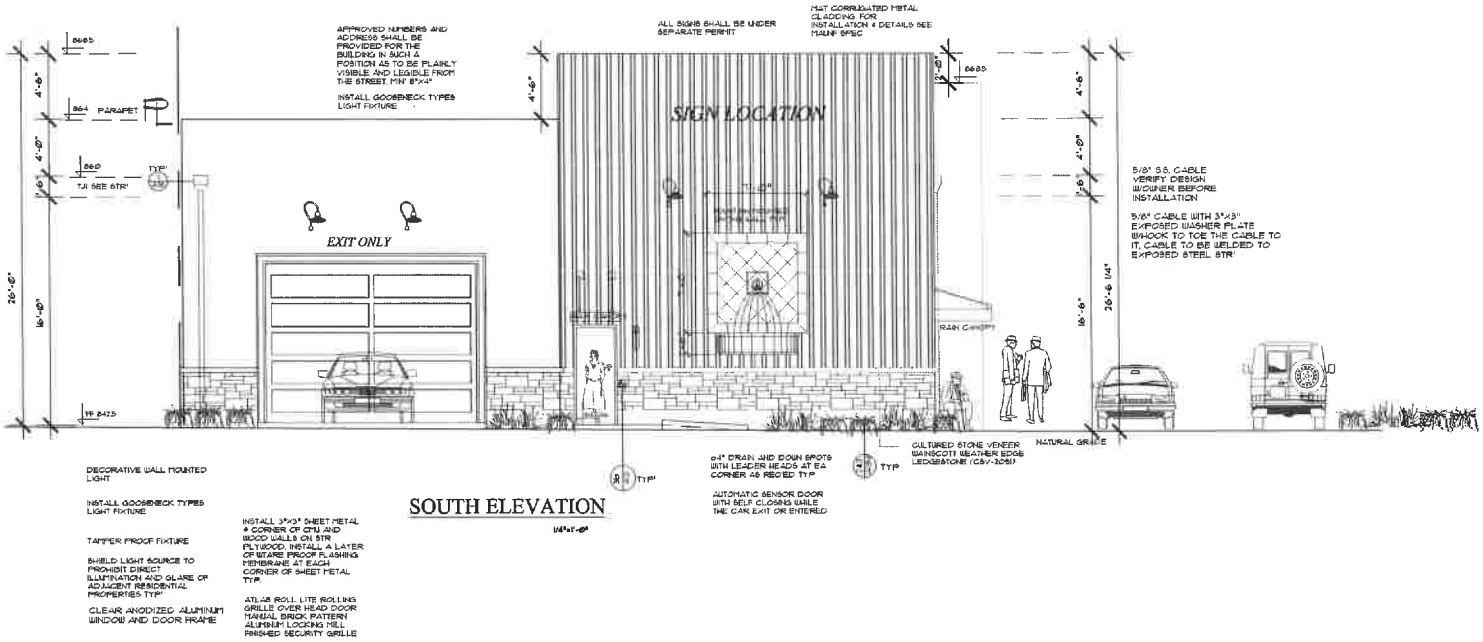
ROSCOE CAR WASH
JOB AT: 21915 W. ROSCOE BLVD, 21911 W. ROSCOE BLVD
AND 7100 N. CANOGA AVE, 21900 W. SCHOENBORN ST.
CANOGA PARK CA 91304

5/6/2015

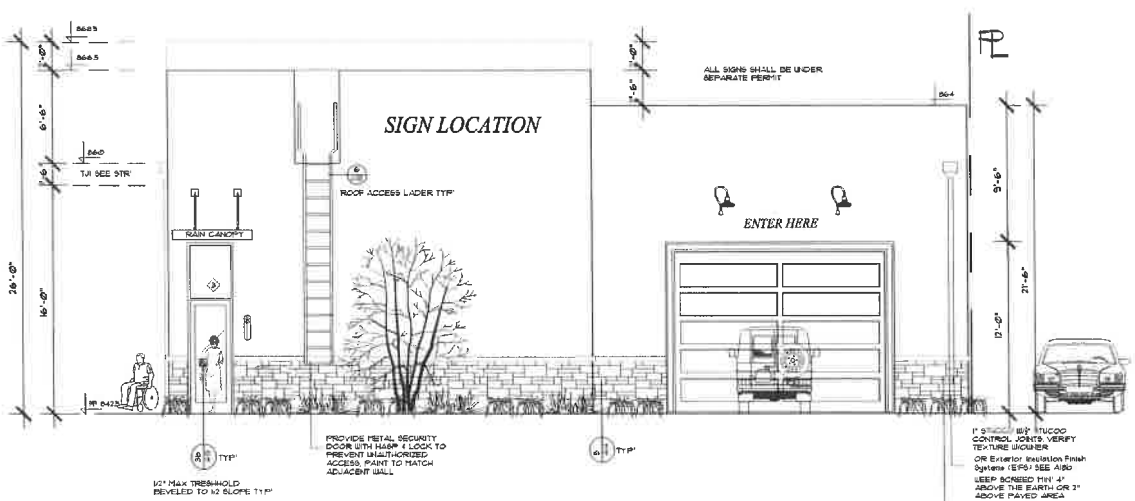
1/4"=1'0"

A4



SOUTH ELEVATION

1/4"=1'-0"



NORTH ELEVATION

1/4"=1'-0"

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12/14/2021

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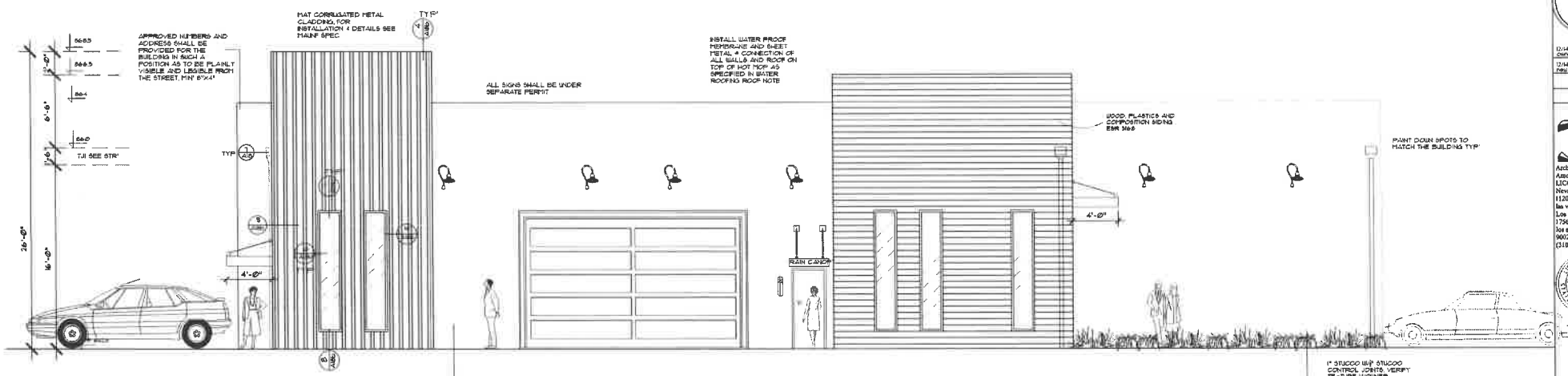
2/5/2018

1/4"=1'-0"

A 5



1" STUCCO W/½" STUCCO CONTROL JOINTS, VERIFY TEXTURE W/OWNER

WEEP SCREED MIN' 4" ABOVE THE EARTH OR 2" ABOVE PAVED AREA

ANTI GRAFFITI COAT'G GRAFFITI MELT RR#75030

UP TO 9'-0" ABOVE THE GRADE TYP'

DECORATIVE MOUNTED LIGHT

INSTALL GOOSENECK TYPES LIGHT FIXTURE

SHIELD LIGHT SOURCE TO PROHIBIT DIRECT ILLUMINATION AND GLARE OF ADJACENT RESIDENTIAL PROPERTIES TYP' (IF ANY)

1" STUCCO W/½" STUCCO CONTROL JOINTS, VERIFY TEXTURE W/OWNER

WEEP SCREED MIN' 4" ABOVE THE EARTH OR 2" ABOVE PAVED AREA

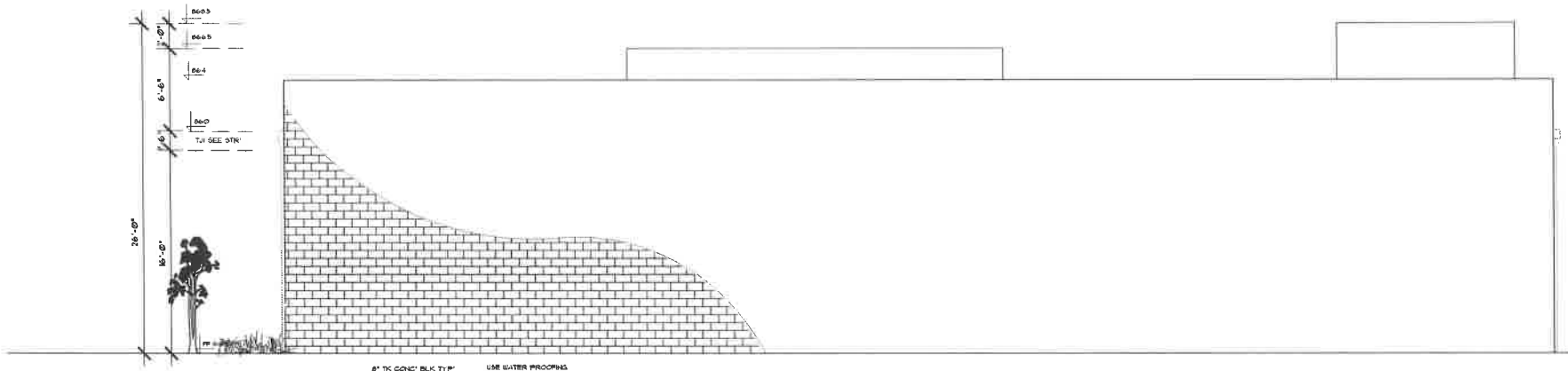
ANTI GRAFFITI COAT'G GRAFFITI MELT RR#75030

UP TO 9'-0" ABOVE THE GRADE TYP'

INSTALL ROOF DOWN SPOT THAT NOT SHOWN ON ELEVATION WITHIN THE ARCHITECTURAL COLUMNS AND HAVE AN OPENING AT THE BOTTOM OF COLUMNS FOR WATER TO LET OUT 4" ABOVE SLAB

EAST ELEVATION

1/4"=1'-0"



8" TK CONC' BLK TYP' ICC ESR-1056

USE WATER PROOFING MORTAR (TYPE N) FOR THE CONNECTION OF ALL CONCRETE BLOCK WALLS

WEST ELEVATION

1/4"=1'-0"

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12/14/2021

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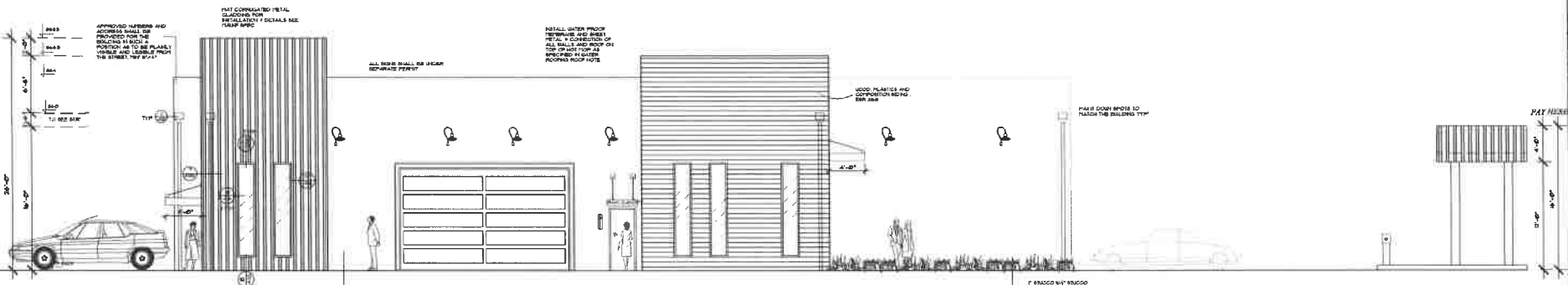
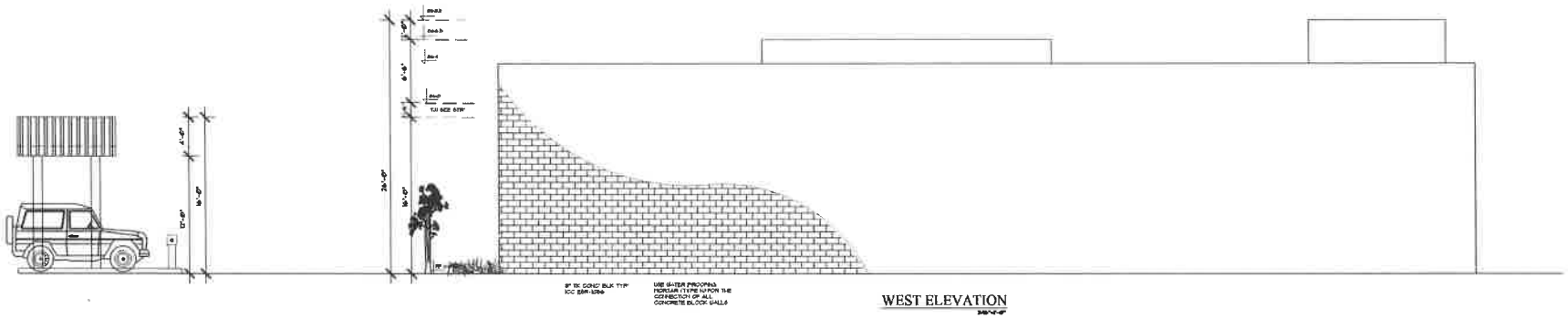
9/8/2015
1/4"=1'-0"

A 6



EAST ELEVATION



WEST ELEVATION

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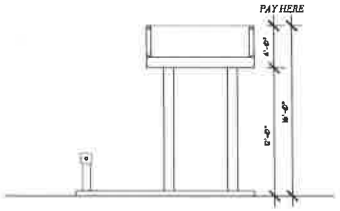
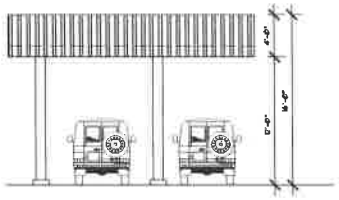
1/8/2015

A6a

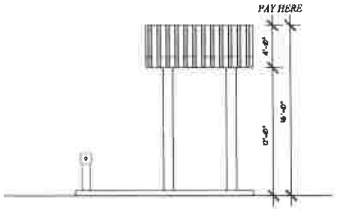
VIEW OF THE FENCE WALL ONLY ALONG THE APARTMENT BUILDING LENGTH ELEVATION



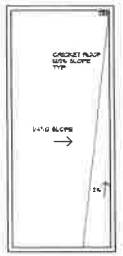
SECTION C C



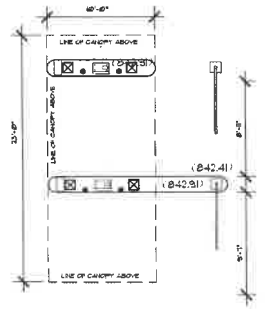
NORTH & SOUTH ELEVATION



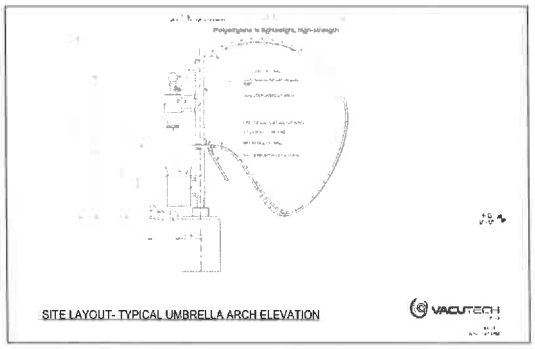
EAST & WEST ELEVATION



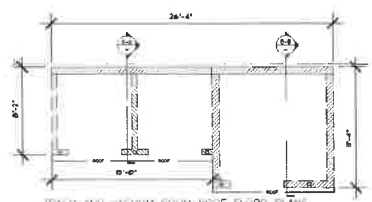
ROOF PLAN



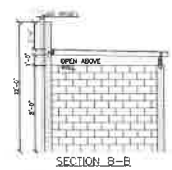
FLOOR PLAN



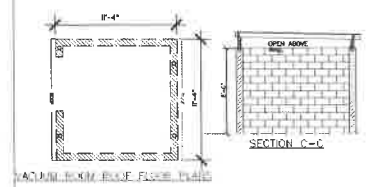
SITE LAYOUT- TYPICAL UMBRELLA ARCH ELEVATION



TRASH AND VACUUM ROOM ROOF FLOOR PLANS

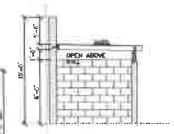


SECTION B-B

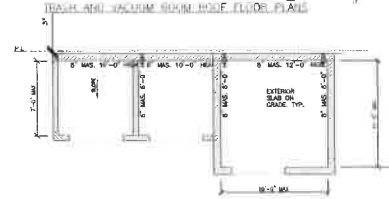


SECTION C-C

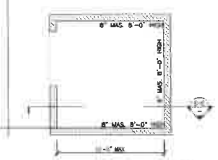
VACUUM ROOM ROOF FLOOR PLANS



SECTION A-A



TRASH AND VACUUM ROOM FLOOR PLANS



VACUUM ROOM FLOOR PLANS

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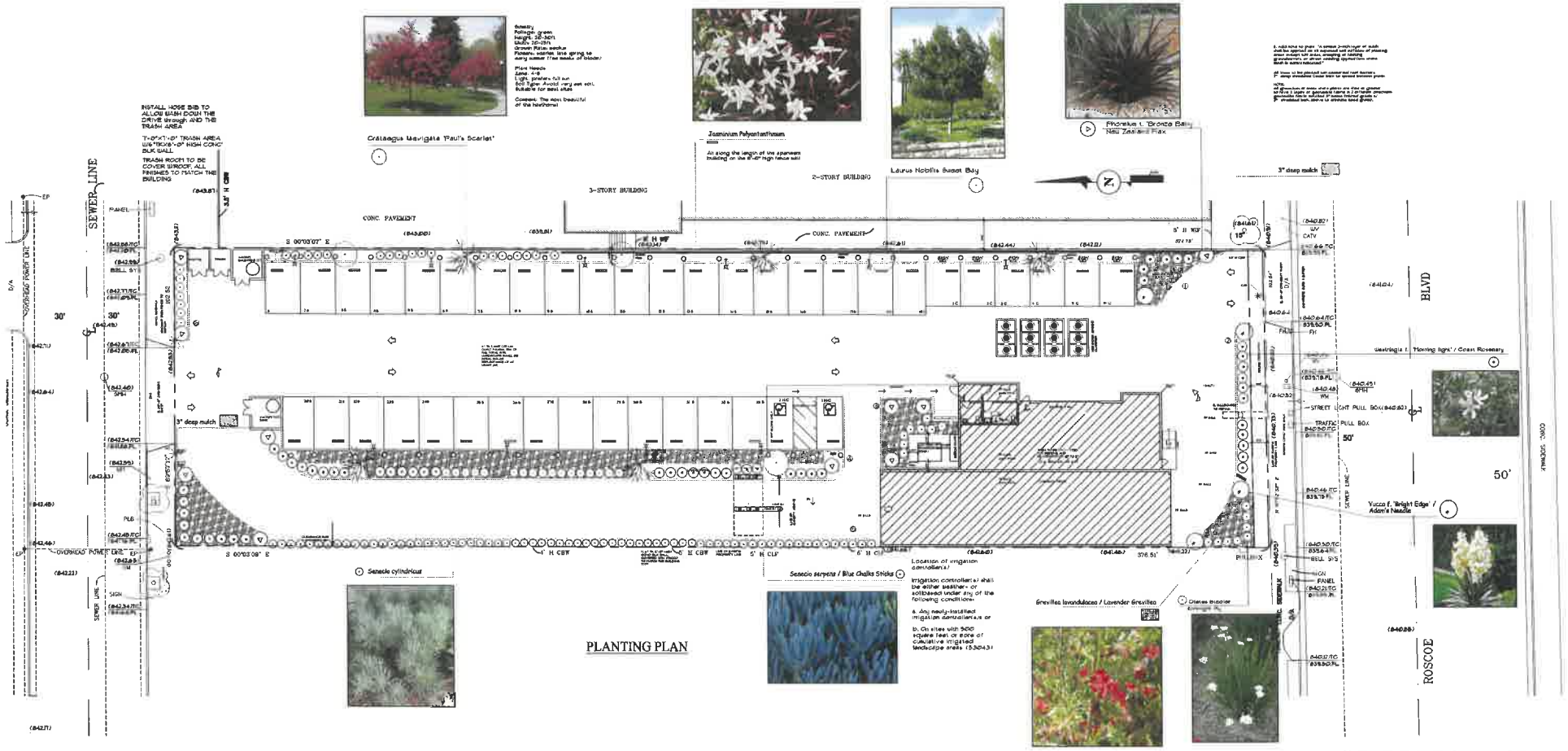
A6b



PLANTING PLAN

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30' 15' 0' 30' 60'

GRAPHIC SCALE: 1 INCH = 30 FT

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811
Know what's below. Call before you dig.

CALL TOLL FREE 811

ROSCOE CAR WASH
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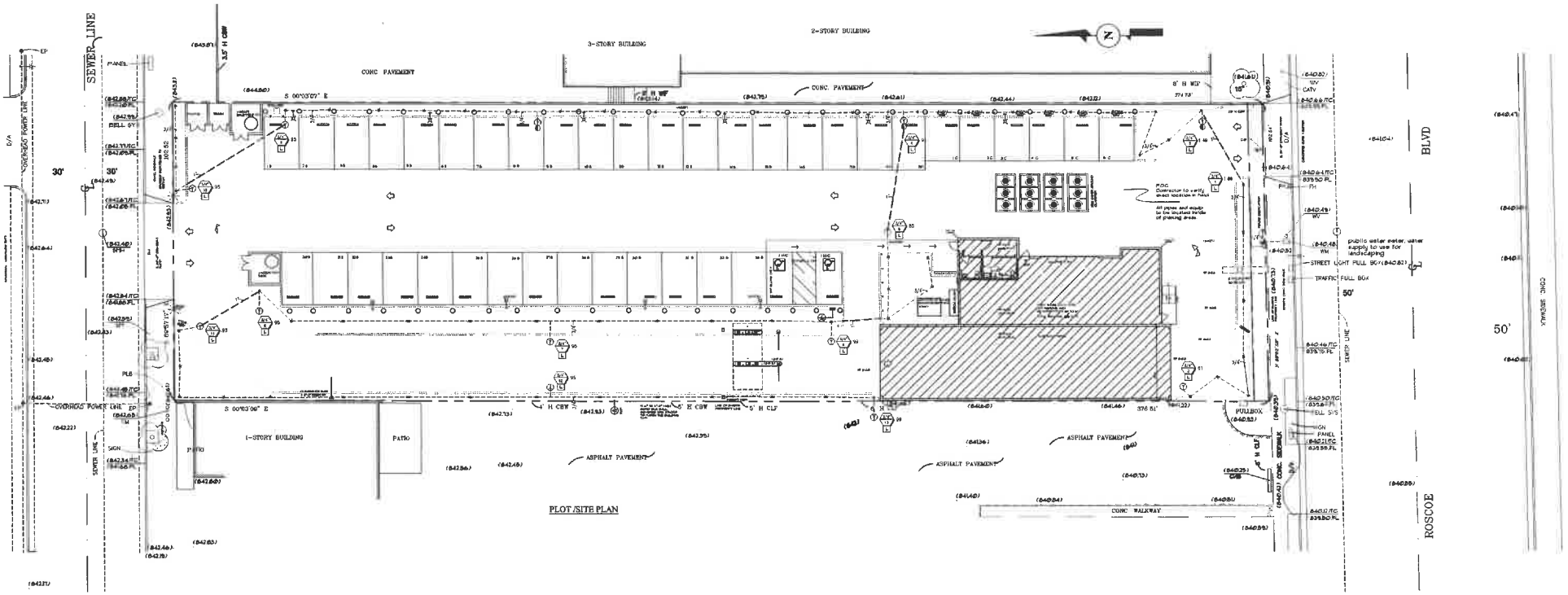
6/26/2022

L1



PLOT /SITE PLAN

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GRAPHIC SCALE: 1 INCH = 30 FT

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6/26/2022

1/16"=1'-0"

L2

SHRUBS AND GROUND COVER LEGEND

SYM.	BOTANICAL NAME	COMMON NAME	SIZE	QTY.	SIZE AT MATURITY	TIME TO MATURITY	REMARKS	PLANT FACTOR
▽	Phormium t. 'Bronze Baby' /	New Zealand Flax	5-gal	7	To 4 feet tall and 4-1/2 feet wide	Late summer to fall		low Ø.3
○	Westringia f. 'Morning light'	Coast Rosemary	5-gal	55	28" tall 4 wide Grow	shorter winter days		low Ø.3
·	Dietes bicolor	fortnight lily	5-gal	32	3' tall, 18" wide	third growing season		low Ø.3
▦	Grevillea lavandulacea	Lavender Grevillea	5-gal	4'cc	7-10 inches a year	Late summer to fall		low Ø.3
·	Senecio cylindricus		5-gal	36	Height: 1-1.5' Width: 1-1.5' Bloom	Summer-Fall		low Ø.3
+	Senecio serpens	Blue Chalks Sticks	5-gal	50	reaches heights of 12 to 18 inches, with a spread of 2 to 3 feet	Summer-Fall		low Ø.3
✱	Yucca f. 'Bright Edge'	Adam's Needle	5-gal	4	1 foot tall and 2 feet wide			low Ø.3
▭	Jasminum polyanthum	Jasminum Vines	5-gal	45	heights of 1 to 3 meters width of 30 to 60 centimeters	flowers from June to September		low Ø.3

TREE LEGEND (Tree canopies are shown in full maturity)

SYM.	BOTANICAL NAME	COMMON NAME	SIZE	QTY.	SIZE AT MATURITY	TIME TO MATURITY	REMARKS	PLANT FACTOR
·	Laurus Nobilis	Sweet Bay	36" box	5	about 15-20 feet in height			low Ø.3
✳	'Paul's Scarlet'	Crataegus laevigata	36" box	5	about 15-20 feet in height			low Ø.3

PLANTING NOTES

1. DRAWING IS DIAGRAMMATIC: CONTRACTOR TO VERIFY ALL LOCATIONS AND CONDITIONS ON SITE. COUNT ALL PLANT MATERIAL BEFORE BIDDING.
2. CONTRACTOR TO INSPECT ALL EXISTING CONDITIONS ON SITE AND LOCATE ALL EXISTING UTILITIES BEFORE CONSTRUCTION BEGINS.
3. CONTRACTOR TO REPAIR AT HIS OWN EXPENSE ALL PROPERTY DAMAGE WHICH OCCURS DURING PROJECT INSTALLATION.
4. NOTE ADDITIONAL REMARKS ON SPECIFIC PLANTS IN PLANT LIST.
5. ALL EXISTING PLANT MATERIAL TO BE REMOVED EXCEPT WHERE NOTED ON PLAN.
6. CONTRACTOR TO GUARANTEE ALL PLANT MATERIAL FOR 90 DAYS FROM THE DATE OF ACCEPTANCE BY OWNER.
7. FINISH GRADE TO BE 1" BELOW ALL WALKS, CURBS, AND PAVING.
8. ALL PLANTED AREAS SHALL RECEIVE THE FOLLOWING AMENDMENTS PER 1000 SQ. FT. OF SURFACE AREA. ROTO-TILL AMENDMENTS TO A DEPTH OF 6"
   - 150 LBS. GRO-POWER
   - 3 CU. YDS NITROGENIZED, MINERALIZED FIR BARK OR REDWOOD SHAVINGS
   - ADD 8 LBS OF GRO-POWER CONTROLLED RELEASE 12-8-8 PER CU YD OF MIX.
9. PLANT HOLE TO BE TWICE AS WIDE AND DEEP AS THE PLANT ROOT BALL. BACKFILL AND COMPACT TO 80 % SOIL OF SITE AND 40 % FIR BARK, UNLESS OTHERWISE NOTED. PROVIDE GRO-POWER PLANT TABLETS AT THE FOLLOWING RATES:

1 GAL	2
5 GAL	5
15 GAL	10
24" BOX AND UP	14

   PLACE RECOMMENDED TABLETS BETWEEN THE BOTTOM AND THE TOP OF THE ROOT BALL BUT NO HIGHER THAN 1/3 OF THE WAY UP TO THE TOP OF THE ROOT BALL. SPACE TABLETS EQUALLY AROUND THE PERIMETER OF THE ROOT BALL APPROXIMATELY 2" FROM THE ROOT TIPS.
10. "DEEP ROOT" BARRIERS ARE TO BE USED AROUND ALL TREES LOCATION WITHIN 5 FT. OF PAVING. INSTALL PER MANUFACTURER'S SPECIFICATIONS.
11. ALL PROPOSED SHRUBS AND GROUND COVER AREAS ARE TO BE TREATED WITH A PRE-EMERGENT WEED KILLER (RETAM / RONSTAR). APPLY PER MANUFACTURER'S SPECIFICATIONS: A) IMMEDIATELY AFTER PLANTING, B) AT THE BEGINNING OF THE MAINTENANCE PERIOD, AND C) AT THE END OF THE MAINTENANCE PERIOD.
12. CONTRACTOR TO INSTALL AND MAINTAIN LANDSCAPE PLANTING IN ACCORDANCE WITH THE GOVERNING AGENCY'S GUIDELINES AND SPECIFICATIONS UNLESS NOTED OTHERWISE IN THESE NOTES OR ON THE PLANS.

Table I
Points Required per Project

Square Footage of Project Site	Points Required
0 - 7,500	10
7,501-15,000	15
15,001-40,000	20
40,001-80,000	30
80,001-120,000	50
120,001-150,000	60
150,000 square feet or fraction thereof	60 per each 150,000 square feet of fraction thereof

Table II
Points Awarded per Feature/Technique

Features/Techniques	Points Awarded
1. Street Trees to shade the street (street tree design must be pre-approved by the Street Tree Division before Street Tree Points can be claimed)	
•grouping of street trees in planting area, in lieu of regular file of street trees (C zones only) (minimum of 1 tree per 15' linear feet of frontage) (minimum of 50 square feet unpaved, planted area per tree) (per tree)	2 X 10 = 20
•understory trees (per tree)	1
•large tree, per tree	2
•40' on center maximum, per tree	1
•30' on center maximum, per tree	2 X 10 = 20
•parkway planting, including medians, not otherwise credited, not Lawn Area (per each 50 square feet or fraction thereof)	3
•street trees planted larger than 15 gallon size (per tree in addition to points earned above)	
24" box	1
36" box	3
larger than 36" box	4
•street tree pattern continued in the median, in addition to points earned above for each tree (per tree) (in new tracts, per block)	1
•double file (allee) of street trees, in addition to points earned above (per tree) (in new tracts, per block)	1
•provision of more than 50 square feet unpaved, planted, parkway, per street tree (per tree)	2
•continuously planted parkway (per linear foot of parkway)	1 X 513x2= 1025

All trees to be planted with commercial root barriers.
2" deep shredded Cedar bark to spread between plants.

NOTE:
All groundcover areas where plants are 4'oc or greater to have 2 layers of geotextile fabric in 2 different directions geotextile fabric installed 3" below finished grade w/ 3" shredded bark above to eliminate weed growth.

•provisions of street tree shading bus shelter or bus bench on the nonapproach side (shelter/bench must have final approval from Cultural Affairs, Bureau of Engineering and Street Tree Division before points can be claimed) (per tree)	2
•in residential zones, extension of the planted parkway into the parking lane of the roadway to provide space for street trees (must have final approval from Bureau of Engineering before points can be claimed) (per tree)	7
•No points are awarded for Ficus microcarpa nitida, or for palms, except when that plant continues an existing planting pattern.	
2. Grading (grading plans must have final approval by Grading Division before grading points can be claimed)	
•no grading (cut and fill) except required for required accessways, or equestrian corrals. In Tracts and Parcel Maps requiring dedication of new public ways or private streets in Hillside areas of Section 12.03 LAMC	80% of X 38489 =30791 landscape points
•any amount of grading, all landform graded and landform planted, in Tracts and Parcel maps requiring dedication of new public ways or private streets in Hillside areas of Section 12.03 LAMC	40% of X 38489 =15396 landscape points
3. Paving (commercial zones) (paving on public property must be approved by the Bureau of Engineering before paving points can be claimed)	
•pervious paving in sidewalks and/or parking lots (per 100 square feet)	3 X (38489-3900)=34589 x (3) =103767
•widened sidewalk at bus shelter (24" minimum width of widening) (per bus shelter)	1
•pedestrian safe-cross	5
4. Walls/Fences (C, M, and P Zones only) (and appurtenant piers, pilasters, niches, caps etc.)	
•vines or espaliered plants on walls/fences (per 50 linear feet of wall/fence)	2
5. Street Furniture (plans must have final approval from Cultural Affairs and the Bureau of Engineering before points can be claimed)	
•bus shelter planted with vines (per shelter)	2
6. Setbacks	
•of setback line at least 18" beyond what is legally required or of that typical for the frontage, to provide planted space (per 100 square feet)	1
7. Overheads (plan must have final approval from Building and Safety, and Cultural Affairs (if appropriate), before points can be claimed) •per 100 square feet	2
8. Utilities (Commercial zones) (undergrounding must be pre-approved by, and necessary fees paid to, utilities before utilities points can be claimed) •in public right of way undergrounded (per 100 linear feet.), when undergrounding not otherwise required	10

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LOS ANGELES CA 91605

1/3/2012

ET₀: LOS ANGELES

JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	ANNUAL
2.2	2.7	3.7	4.7	5.5	5.8	6.2	5.9	5.0	3.9	2.6	1.9	50.1

IRRIGATION SCHEDULE FOR ESTABLISHMENT PERIOD (JULY)

VALVE NO.	VALVE SIZE	FLOW (GPM)	IRR. EFFCY. (RE)	IRR. TYPE	AREA (SQ. FT.)	PLANT TYPE	PRECIP. RATE (IN/MIN.)	PLANT FACTOR (PF)	RUN TIME (MIN)	NO. OF CYCLE	FREQUENCY PER WEEK	TOTAL MONTHLY (GALLONS)
1	3/4"	1.66	0.81	D	722	SHRUB	0	0.2	8	1	7	371
2	3/4"	.61	0.81	D	209	SHRUB	0	0.2	8	1	7	136
3	3/4"	1.49	0.81	D	641	SHRUB / GROUNDCOVER	0	0.2	8	1	7	333
4	3/4"	.93	0.81	D	315	SHRUB	0	0.2	8	1	7	208
											TOTAL	1,048

IRRIGATION SCHEDULE FOR ESTABLISHED PERIOD (JULY)

VALVE NO.	VALVE SIZE	FLOW (GPM)	IRR. EFFCY. (RE)	IRR. TYPE	AREA (SQ. FT.)	PLANT TYPE	PRECIP. RATE (IN/MIN.)	PLANT FACTOR (PF)	RUN TIME (MIN)	NO. OF CYCLE	FREQUENCY PER WEEK	TOTAL MONTHLY (GALLONS)
1	3/4"	1.66	0.81	D	722	SHRUB	0	0.2	8	1	2	106
2	3/4"	.61	0.81	D	209	SHRUB	0	0.2	8	1	2	39
3	3/4"	1.49	0.81	D	641	SHRUB / GROUNDCOVER	0	0.2	8	1	2	95
4	3/4"	.93	0.81	D	315	SHRUB	0	0.2	8	1	2	59
											TOTAL	299

PLANT TYPE	
T	TURF
H	HIGH
M	MEDIUM
LVL	LOW, VERY LOW
O	OTHER

IRRIGATION METHOD	
D	DRIP
S	SPRAY HEAD
I	LARGE ROTOR
B	BUBBLER
M	MICRO SPRAY
O	OTHER

* Based on Water Use Classification of Landscape Species (WUCOLS) published by State of CA Dep. of Water Resources

IRRIGATION NOTES

1. THIS DESIGN IS DIAGRAMMATIC. ALL PIPING, VALVES, ETC. SHOWN WITHIN PAVED AREAS ARE FOR DESIGN CLARIFICATION ONLY AND SHALL BE INSTALLED IN PLANTING AREAS WHEREVER POSSIBLE.
2. SET ALL VALVES AND QUICK COUPLERS NEXT TO WALKS OR PAVED SURFACES.
3. ALL SPRINKLER HEADS ARE TO HAVE TRIPLE SWING JOINTS (EXCEPT WHERE NOTED ON PLANS).
4. PIPE SIZES SHALL CONFORM TO THOSE SHOWN ON THE DRAWINGS. NO SUBSTITUTIONS OF SMALLER PIPE SIZES SHALL BE PERMITTED, BUT SUBSTITUTIONS OF LARGER SIZES MAY BE APPROVED. ALL DAMAGED AND REJECTED PIPE SHALL BE REMOVED FROM THE SITE AT THE TIME OF THE SAID REJECTION.
5. FINAL LOCATION OF THE AUTOMATIC CONTROLLER SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT AND OWNER.
6. 120VAC ELECTRICAL POWER SOURCE AT CONTROLLER LOCATION SHALL BE PROVIDED BY OTHERS.
7. BEFORE COMMENCING ANY EXCAVATION, THE CONTRACTOR SHALL OBTAIN AN UNDERGROUND SERVICE ALERT (U.S. NUMBER BY CALLING 1-800-422-4133. TWO (2) WORKING DAYS SHALL BE ALLOWED AFTER THE U.D. NUMBER IS OBTAINED AND BEFORE THE EXCAVATION WORK IS STARTED SO THAT UTILITY OWNERS CAN BE NOTIFIED.
8. ALL SPRINKLER HEADS SHALL BE SET PERPENDICULAR TO FINISH GRADE UNLESS OTHERWISE SPECIFIED.
9. THE CONTRACTOR SHALL FLUSH AND ADJUST ALL SPRINKLER HEADS AND VALVES FOR OPTIMUM COVERAGE WITH MINIMAL OVER SPRAY ONTO WALKS, STREETS, ETC.
10. IT IS THE RESPONSIBILITY OF THE IRRIGATION CONTRACTOR TO FAMILIARIZE HIMSELF WITH THE GRADE DIFFERENCES, LOCATION OF WALLS, AND UTILITIES. THE IRRIGATION CONTRACTOR SHALL REPAIR OR REPLACE ALL ITEMS DAMAGED BY HIS WORK. HE SHALL COORDINATE HIS WORK WITH OTHER CONTRACTORS FOR THE LOCATION AND INSTALLATION OF PIPE SLEEVES AND LATERALS UNDER ROADWAYS AND PAVING, ETC.
11. THE SPRINKLER SYSTEM DESIGN IS BASED ON A MINIMUM OPERATING PRESSURE OF 60 P.S.I. AND A MAXIMUM FLOW DEMAND OF 25 G.P.M. THE CONTRACTOR SHALL VERIFY WATER PRESSURES PRIOR TO CONSTRUCTION. REPORT ANY DIFFERENCE BETWEEN WATER PRESSURE INDICATED ON THE DRAWINGS AND THE ACTUAL PRESSURE READING AT THE IRRIGATION POINT OF CONNECTION TO THE ARCHITECT.
12. DO NOT WILL FULLY INSTALL THE SPRINKLER SYSTEM AS SHOWN ON THE DRAWINGS WHEN IT IS OBVIOUS IN THE FIELD THAT THERE ARE UNKNOWN OBSTRUCTIONS OR GRADE DIFFERENCES IN THE AREA. DIMENSIONS EXIST THAT MIGHT NOT HAVE BEEN CONSIDERED IN THE ENGINEERING. SUCH OBSTRUCTIONS OR DIFFERENCES SHOULD BE BROUGHT TO THE ATTENTION OF THE ARCHITECT. IN THE EVENT THAT THIS NOTIFICATION IS NOT GIVEN, THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ANY NECESSARY REVISIONS.
13. ALL SPRINKLER EQUIPMENT NOT OTHERWISE DETAILED OR SPECIFIED SHALL BE INSTALLED AS PER MANUFACTURER'S RECOMMENDATIONS AND SPECIFICATIONS.
14. THE INTENT OF THE CONTRACTOR IS TO PROVIDE 100% COVERAGE TO ALL PLANTING AREAS. AS PART OF THE SCOPE OF WORK, PROVIDE ANY ADDITIONAL HEADS, SPECIAL NOZZLES, OR PATTERNS TO ACHIEVE PROPER COVERAGE WITH A MINIMUM OF OVER SPRAY AT NO ADDITIONAL COST TO THE OWNER.
15. INSTALLATION FOR THE CONTROL WIRES SHALL FOLLOW MAINLINE ROUTING.
16. PROVIDE SLEEVES AS SHOWN ON DRAWING OR AS NEEDED. USE SIZE DIAMETER MIN. SCH. 80 P.V.C. MIN. DEPTH TO TOP OF LINE.
17. LOCATE VALVE CHART IN CONTROLLER - REDUCE AND ENCASE IN PLASTIC (AS BUILT).
18. GUARANTEE: THE INSTALLED SPRINKLER SYSTEM SHALL BE GUARANTEED FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF ACCEPTANCE OF THE WORK. SHOULD ANY TROUBLE DEVELOP WITHIN THE TIME SPECIFIED DUE TO INFERIOR OR FAULTY MATERIAL OR WORKMANSHIP, THE TROUBLE SHALL BE CORRECTED BY THE CONTRACTOR WITHOUT EXPENSE TO THE OWNER.
19. REFER TO GENERAL NOTES FOR ADDITIONAL INFORMATION REGARDING THIS SECTION OF WORK.

IRRIGATION LEGEND

DESCRIPTION	SYM.	P.S.I.	RAD.	G.P.M.
'TORO' 53-90 BUBBLER 6" POP UP		10	7'	.49
'RAINBIRD' CONTROL VALVE GB SERIES 'NIBCO' GATE VALVE T-113 'BROOKS' VALVE BOX SERIES 1419 'RAINBIRD' QUICK COUPLER 44 LRC 1" 'WILKINS' BACKFLOW PREVENTER 375 'WILKINS' REGULATOR MODEL 500 'HUNTER' SOLAR SYNC 'HUNTER' I-CORE (ELECTRIC)				W/WYE STRAINER (BFP TO BE PAINTED DARK GREEN) PRESSURE REGULATOR LOCATED ON EAVE OF ROOF LOCATION BY OWNER
SLEEVING SCH. 40 P.V.C				TWICE LINE SIZE (MIN.)
PRESSURE LINE CLASS 315 PVC				1"
NON-PRESSURE LINE SCH 40 P.V.C.				SEE PLAN FOR SIZE
POINT OF CONNECTION	P.O.C.			VERIFY LOCATION ON SITE

NETAFIM LEGEND

'NETAFIM' LVC2W0075-BF 'NETAFIM' LINE FLUSH VALVE 'NETAFIM' TECHLINE CV TLCV4-18025 NON-PRESSURE 1" SCH 40 PVC HEADER	①	CONTROL VALVE, TECHFILTER & PRESSURE REGULATOR.

SIZE / NO / H — GPM — HYDROZONE

NO RECYCLED WATER IS TO BE USED FOR IRRIGATION SYSTEM

MAXIMUM APPLIED WATER ALLOWANCE (MAWA)

50.1	ETo FROM APPENDIX A
1,588	LANDSCAPE ARE INCLUDING SPECIAL LANDSCAPE AREA (SQUARE FOOT)
0	PORTION OF LANDSCAPE AREA IDENTIFIED AS SPECIAL LANDSCAPE AREA (SQUARE FOOT)

	ETo		ETAF		AREA (sf)		CONVERSION		ETo
MAWA for LA	50.1	x	0.55	x	6317	x	.62	=	107920 GALLONS

ESTIMATED TOTAL WATER USE (ETWU)

HYDROZONE	PLANT WATER USE TYPE(S)	PLANT FACTOR (PF)	HYDROZONE AREA (HA) square feet	PF x HA (square feet)	% OF LANDSCAPE AREA (LA)	IRRIGATION EFFICIENCY IE	HYDROZONE ETWU
1-4	LOW	0.2	6317	510	100	0.81	72671
						TOTAL	
		TOTAL	6317		100%	TOTAL	72671

ETWU = (ETo) (0.62) [(PF x HA) / IE = SLA]

WATER EFFICIENT LANDSCAPE WORK SHEET

REFERENCE EVAPOTRANSPIRATION (ETo)

hydrozone/ planting description	plant factor (pf)	Irrigation method	irrigation efficiency	ETAF (PF/IE)	landscape area	ETAF x area	estimated total water use
1 / water use plants	0.3	drip	0.81	0.37	1746	371	50086
2 / water use plants	0.3	drip	0.81	0.37	648	11	7455
3 / water use plants	0.3	drip	0.81	0.37	623	9	7167
4 / water use plants	0.3	drip	0.81	0.37	1956	10	22501
5 / water use plants	0.3	drip	0.81	0.37	884	6	13620
6 / water use plants	0.3	drip	0.81	0.37	160	6	1841

plement §10.41 L.A.M.C., operational July 12, 1988.

GUIDELINES AA—WATER MANAGEMENT POINT SYSTEM

¾Refer to §10.41 B I L.A.M.C.¾

Excess Flow Meter—

Any device that senses excess water flow through the irrigation system (indicative of broken pipes or heads) and prevents activation of the affected part of the system.

Landscape Meter—

A water meter approved by the local water agency, installed in addition to the meter serving building uses, which meters water for landscape irrigation as permitted by the local water agency.

Permeable Paving—

1. Paving material that permits water penetration to a soil depth of 18 inches or more. Including non-porous surface material poured or laid in sections not exceeding one square foot in area, and loosely laid material, such as crushed stone or gravel.
2. Any pervious paving, provided that the coefficient of runoff is 0.6 or less.
Reclaimed Water—Water which, as a result of treatment as wastewater, is suitable for a direct beneficial use that would not otherwise occur. It is delivered through a reclaimed water distribution system.

Table I
Points Required per Project

Square Footage of Project Site	Points Required	PROVIDED
≤ 1,501	25	
1,501-3,000	50	
3,001-7,500	100	
7,501-15,000	200	
15,001-40,000	300	
40,001-80,000	400	400
80,001-120,000	600	
120,001-150,000	800	
≥ 150,000	800 per each 150,000 square feet or fraction thereof	

*Any project that is not required by the Los Angeles Municipal Code to have yards, and that is constructed with no plantings, is not required to accrue water management points.

Guidelines AA—Water Management Point System

The following point system in Table II shall be used to determine the number of points awarded for various features and techniques. Existing features and techniques that will remain after the project is constructed may be awarded points.

Table II
Points Awarded per Project

Technique	Points	PROVIDED
1. Drip/trickle/micro irrigation/low precipitation sprinkler heads with flow-control device	5 per circuit	600
2. Lawn area or swimming pools 0% to 15% of the landscape area	10	
3. Automatic irrigation controller with cycling capacity, and with watering schedule (minimum summer/winter schedules) (any number)	5	1
4. Soil moisture sensor/barometer/rain measuring device or sensing system/evapotranspiration data used with automatic controller	2 per device/ technique; minimum 10 points	10
5. Permeable paving (minimum 100 square feet)	5	6317 SQFT
6. Plants on site those that will, in the designed location, and properly established for 3 years, remain in good health with no more than monthly watering in summer (existing plants that comply may be counted / plants included on the list maintained by the local chapter of the California Native Plant Society may not be counted— http://www.lacanps.org/invasive.html)		
(a) Plant	2 per plant (as specified in gallon	1280x2=2260 POINTS
(b) Hydroseed.	1 per 5,000 square feet of fraction thereof 10 per 5,000 square feet or fraction thereof on slopes ≥30%	
(c) Flatted plant	3 per flat, up to 5 flats per 1000 square feet or fraction thereof	
7. All plants on site those that will, in the designed location, and properly established for 3 years, remain in good health on natural rainfall existing plants that comply may be counted	100% of required water management points	1280x2=2260 POINTS

CITY WATER PRESSURE
86 MIN 86 MAX.
IRRIGATION CONTRACTOR SHALL VERIFY STATIC WATER PRESSURE WITH SUPPLIER PRIOR TO INSTALLATION. IF DIFFERENT FROM ABOVE, NOTIFY OWNER. FAILURE OF NOTIFICATION MAY RESULT IN FIELD CHANGES AT NO ADDITIONAL COST TO THE OWNER

HYDRAULIC CALCULATIONS

PRESSURE LOSS FOR CONTROL VALVE NO. 1

1" WATER METER@ 1.66GPM	=
1" BACKFLOW PREVENTER	= 10
200 FT OF 1" MAINLINE	= 17
1 GATE VALVES @1.0 PSI LOSS/VALVE=	1
3/4" ELECTRICAL CONTROL VALVE	= 1
3/4" LATERAL LINE FRICTION LOSS	= 49
FITTINGS (20% OF MAINLINE LOSS)	=
SPRINKLER HEAD OPERATING PRESSURE=	10
ELEVATION (LOSS OR GAIN)	=
TOTAL PRESSURE REQUIRED FOR OPERATION=	22.66
WATER PRESSURE AT P.O.C.	= 80
PRESSURE REQUIRED FOR OPERATION	= 22.66
RESIDUAL WATER PRESSURE	= 57.34

LANDSCAPING POINTS — 38,480.0 (sq ft) PER ZIMAS
0.844 (ac) PER ASSESSOR

LAND AREA		6317 SQFT
TOTAL NUMBER OF POINTS REQUIRED FOR SITE	2260	
DETAIL OF POINTS		REFERENCE
VINES ON WALLS		1, 1
FLOWERING VINES ON WALLS		1, 1
USE OF CLASS I OR CLASS II COMPOST PRODUCED USING		1, 1
CITY ORGANIC MATERIAL (TOPGRO) IN MAJORITY OF LANDSCAPE AREAS		
TOTAL POINTS	1909	

WATER MANAGEMENT POINTS — 38,480.0 (sq ft) PER ZIMAS
0.844 (ac) PER ASSESSOR

LAND AREA		
TOTAL NUMBER OF POINTS REQUIRED FOR SITE	2260	
DETAIL OF POINTS	2260 POINTS CLAIMED	
TOTAL POINTS	2260	

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1/3/2022

L4

GUIDELINES BB—IRRIGATION SPECIFICATIONS (POTABLE WATER)

1. All irrigation systems shall be zoned to take into account prevailing winds, degrees of slope, type of soil, orientation of the site, season, insolation, type of vegetation to be irrigated, type of irrigation application equipment and such other design information as the Department may require. These design constraints, and any others that may be specific to the site, shall be clearly indicated on all irrigation documents.

2. All irrigation systems shall be designed to minimize irrigation of any unplanted surface, and to minimize drainage of water onto any paved surface.

3. All equipment irrigating walkable surfaces shall be installed flush with grade.

4. No equipment shall be installed closer than 12 inches to any paved surface, unless separated from the paved surface by a wall, fence, curb, or similar barrier, or installed underground.

5. Any head located lower than the elevation of its controlling valve and draining more than 20 feet of pipe shall be equipped with a device that prevents drainage of water through the head.

6. Systems shall be designed to the lowest residual pressure available, and such pressure shall be indicated in the irrigation documents.

7. Pressure at any point within a section shall not vary more than 20 percent or 20 psi from the design outlet operating pressure, unless pressure compensating devices are used.

8. In slope installations over 5 percent, irrigation systems shall be designed to provide no more than 3/10 inch water per hour at any point on the planted slope, or not more than the soil infiltration rate, whichever is less. Systems may achieve this rate by cycling, but in any case the operating cycle shall not be of such length that water is allowed to run off the slope.

9. Adequate backflow protection shall be installed in each irrigation system.

10. A functional test of the irrigation system shall be performed by the installer for every irrigation system prior to approval by the designer.

11. Requirements by the Department of City Planning for irrigation systems shall not be construed as prohibiting other City departments from requiring approval of irrigation systems. In the case of conflicts between these requirements, the more restrictive shall control.

12. Management Plan.

a. A management plan for the system, as specified by the Department of City Planning, emphasizing water conservation, shall be included with all irrigation systems documentation, and if an automatic controller is used, a copy of the plan shall be permanently affixed to the controller or to a surface immediately adjacent to it.

b. The water management plan shall include at least the following for all circuits in the irrigation system:
•recommended watering during plant establishment

•recommended summer watering after plant establishment

•recommended winter watering after plant establishment.

13. Existing natural plant communities, maintained in a natural state, shall not normally be required to be irrigated. New natural plant communities may be required to be irrigated during establishment.

14. All automatically controlled irrigation systems shall include a rain sensing device.

15. When the actual measured or calculated minimum static pressure downstream of any control valve is below 40 psi, irrigation systems except for drip or other low flow systems shall include compensating design or equipment modifications.

16. For all areas over 5 percent in slope, globe or ball valves shall be located on the mainline upstream from the control valve and adjacent to the slope area. Valves shall be marked "Emergency Shutoff."

17. Sprinkler, rotor and impact head spacing shall be designed to achieve uniformity of coverage.

18. Any application for discretionary approval of a project larger than 40,000 square feet of Floor Area as defined in Section 12.03 of the Los Angeles Municipal Code shall be required to consider the use of reclaimed water for irrigation purposes.

19. Pressure regulators shall be installed when the actual measured or calculated maximum static pressure downstream of any control valve exceeds 80 psi.

20. Exceptions: Exceptions to water management requirements may be made in those instances where it is physically impossible to accrue the points required. In such instances, the applicant shall demonstrate that all physically possible water management techniques and features allowed by the site were used. The Department may require minor, inexpensive and easy design improvements if they allow the applicant to meet the point totals. Exceptions shall not be made solely by reason that the proposed landscape is on slab, or in containers.

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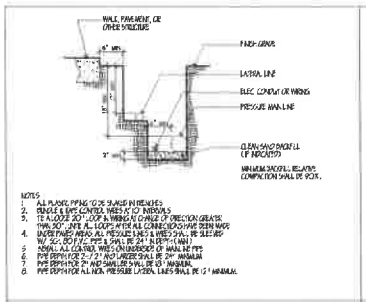
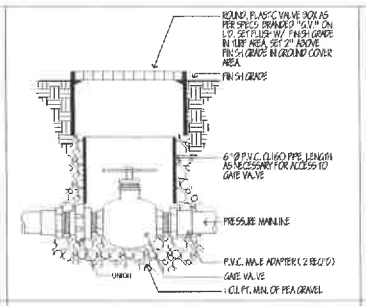
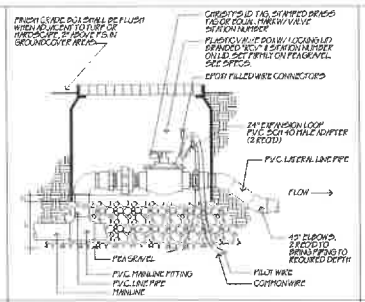
L5



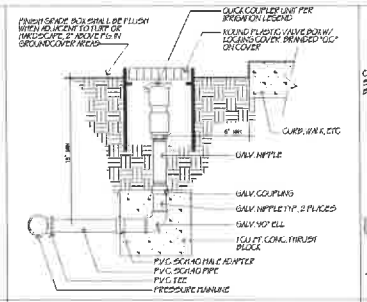
TRENCHING DETAIL



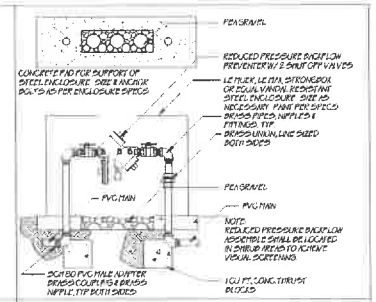
GATE VALVE



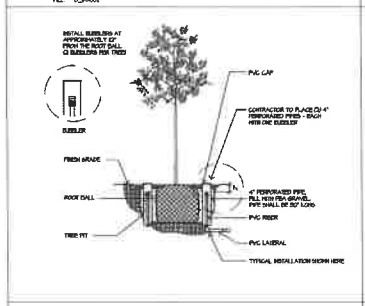
CONTROL VALVE



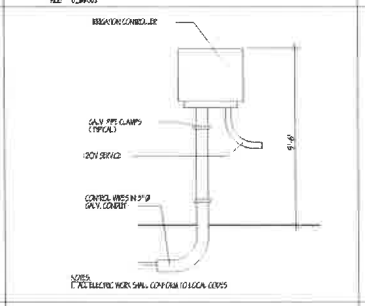
QUICK COUPLER



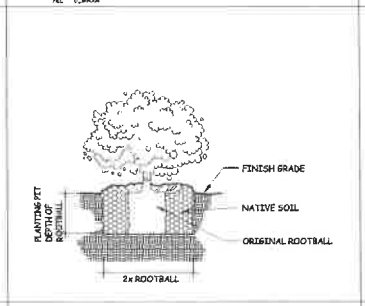
BACKFLOW PREVENTER



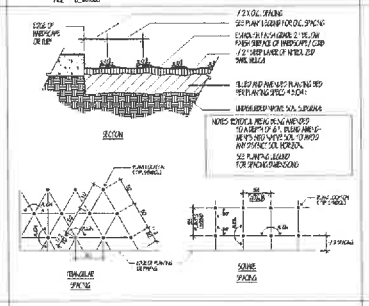
TREE BUBBLER



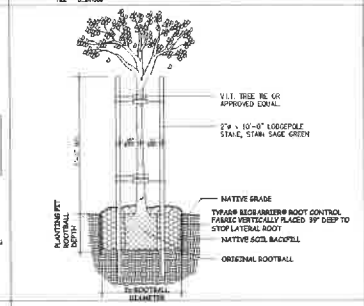
WALL MOUNT CONTROLLER



SHRUB PLANTING

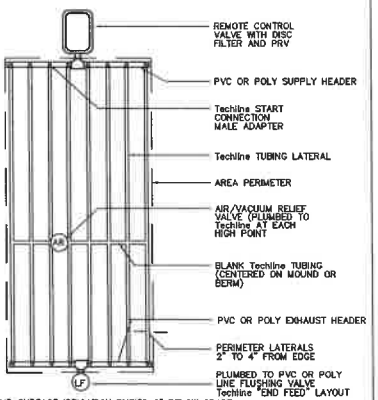


GROUNDCOVER PLANTING



TREE PLANTING & STAKING

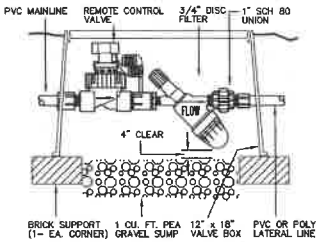
Detail 1.01



Techline END FEED LAYOUT

DETAIL – NO SCALE

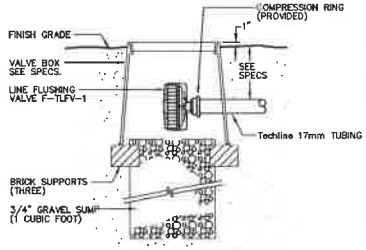
Detail 2.02



REMOTE CONTROL VALVE W/ DISC FILTER

SECTION – NO SCALE

Detail 7.01



Techline LINE FLUSHING VALVE (PLUMBED TO Techline)

SECTION – NO SCALE

Architect
Anacleto R. Martinez
LIC#C15983
Nevada office
1120 little rock way
las vegas nv 89123
Los Angeles office
1756 barry ave
los angeles california
90025
(310) 920-2626

NEW CONVENIENCE MARKET WITHIN E. GAS STATION,
JOB AT: 10740 VANOWEN ST
LOS ANGELES CA 91605

6/3/2022

L6

Monthly Expenditure Report

Reporting Month: June 2022 **Budget Fiscal Year: 2021-2022**

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	**Total Spent**	**Remaining Balance**	**Outstanding**	**Commitments**	**Net Available**
$28884.59	$8912.94	$19971.65	$0.00	$0.00	$19971.65

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office	$16000.00	$540.91	$4471.65	$0.00	$4471.65
Outreach		$2872.03		$0.00	
Elections		$0.00		$0.00	
Community Improvement Project	$5000.00	$0.00	$5000.00	$0.00	$5000.00
Neighborhood Purpose Grants	$21000.00	$5500.00	$10500.00	$0.00	$10500.00
Funding Requests Under Review: $0.00		Encumbrances: $0.00		Previous Expenditures: $13115.41	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	Google LLC GSUITE_cano	06/21/2022	BAC and Affidavit attached	General Operations Expenditure	Office	$90.91
2	AARON DEVANDRY - CON	06/21/2022	Website and Social media posting	General Operations Expenditure	Office	$150.00
3	AARON DEVANDRY - CON	06/21/2022	Website and Social media posting	General Operations Expenditure	Office	$150.00
4	AARON DEVANDRY - CON	06/21/2022	Website and Social media posting	General Operations Expenditure	Office	$150.00
5	HALO BRANDED SOLUTIONS	06/21/2022	Motion to approve up to $5,000 for outreach items	General Operations Expenditure	Outreach	$978.66
6	IMPRINT.COM	06/21/2022	Motion to approve up to $5,000 for outreach items	General Operations Expenditure	Outreach	$995.36
7	QUALITY LOGO PRODUCTS	06/22/2022	Motion to approve up to $5,000 for outreach items	General Operations Expenditure	Outreach	$859.43
8	QUALITY LOGO PRODUCTS	06/22/2022	Approval to purchase outreach materials	General Operations Expenditure	Outreach	$13.58

9	ANYPROMO.COM	06/23/2022	BAC and affidavit attached	General Operations Expenditure	Outreach	$25.00
10	VALLEY CULTURAL CENTER	06/10/2022	Motion to approve $2,500 for NPG for Valley Cultural Foundation.	Neighborhood Purpose Grants		$2500.00
11	Nueva Vision Community School	06/03/2022	Motion to approve $3,000 for NPG for Nueva Vision Community School	Neighborhood Purpose Grants		$3000.00
	Subtotal:					**$8912.94**

Outstanding Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
	Subtotal: Outstanding					**$0.00**

Office of the City Clerk
Administrative Services Division
Neighborhood Council Funding Program
Neighborhood Council Bank Card Missing Receipt Affidavit

When a receipt for a Neighborhood Council bank card transaction is lost or otherwise unavailable and all measures to obtain a copy of the receipt have been exhausted, the Missing Receipt Affidavit should be completed.

Neighborhood Council: Canoga Park

NC Bank Cardholder Name: Brian Mallasch

Vendor: Google Suite Date of Transaction: 06/21/2022

Quantity	Item Description	Item Amount	Amount
1	Payment toward GOOGLE suite	$90.91	$90.91
		Sub-Total	
		Taxes	
		Total	$90.91

The receipt was (check applicable):

☐ Lost ☐ Never Received ☒ Other: Receipt needs to be detailed

Purpose of Transaction:

A payment of $90.91 was made to the Google Suite account to bring it up to date. We can't locate a detailed description of this transaction only a statement indicating the payment.

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt and lead to freezing of the Neighborhood Council bank card.

NC Bank Cardholder Signature: Brian Mallasch

NC Bank Cardholder Name (Printed): _____

Neighborhood Council: Canoga Park

Date: 03/22/2023

Please secure a Board Action Certification (BAC) form authorizing the use of the Affidavit. Submit the BAC and Affidavit forms together in lieu of the missing receipt in the NC Funding System portal.

Office of the City Clerk Administrative Services Division
Neighborhood Council (NC) Funding Program
Board Action Certification (BAC) Form

NC Name: Canoga Park Neighborhood Council	**Meeting Date: 3/22/23**
Budget Fiscal Year: 2022-2023	**Agenda Item No: VIII. A.**
Board Motion and/or Public Benefit Statement (CIP and NPG):	Approval of Affidavit for $90.91 for Google Suite payment on 6/21/22. Suite account to bring it current, but we can't locate a detailed descripti payment. Amendment: approve the affidavit and obtain additional detai
Method of Payment: (Select One)	☐ Check ☐ Credit Card ☐

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the ro

Board Member's First and Last Name	Board Position	Yes	No	Abstain
Raymond Cole	President	1		
Elmer Garcia	Vice-President	1		
Vacant	Secretary			
Leonel Fuentes	Treasurer	1		
Helen Morales	Member at large			
Kyra Edrington	Member at large			
Michelle F. Miranda	Member at large	1		
Mary Paterson	Member at large	1		
Quincy Clemons	Member at large			
Ronald Clary	Member at large	1		
Duane Galila	Member at large	1		
Jitzel Vasquez-Ruiz	Member at large			
Brian Mallasch	Member at large	1		
Robert Munoz	Member at large			
Lena Ayvazian	Member at large	1		
Corinne Ho	Member at large	1		
Veronica Bardham	Member at large			
Mireira Moran	Member at large	1		
Jodi Braverman	Member at large			
Board Quorum:	**Total:**	11	0	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is a held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a E the Board was present.

Authorized Signature: Leonel E Fuentes	Authorized Signature:
Print/Type Name: Leonel E. Fuentes	Print/Type Name: B Yoo
Date: 3/22/23	Date: 3.22.23

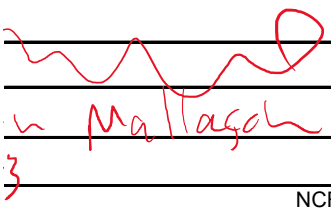
. A payment of $90.91 was made to the Google
on of this transaction, only a statement indicating
iled documentation if available.

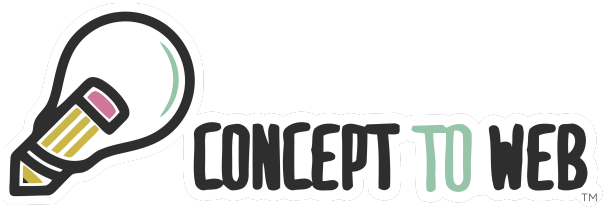
☐ Board Member Reimbursement

om until after the vote is complete.

Absent	Ineligible	Recused
1		
1		
1		
1		
1		
	1	
	1	
5	2	

ccurate and complete, and that a public meeting was
Brown Act compliant public meeting where a quorum of





Concept To Web
8186138261

18403 West Vogel Ave
Waddell, Arizona
85355
United States

Billed To
Mary Paterson
Canoga Park Neighborhood Council
c/o Canoga Park Community Center
7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
04/01/2022

Due Date
05/01/2022

Invoice Number
CPNC-96

Amount Due (USD)
$0.00

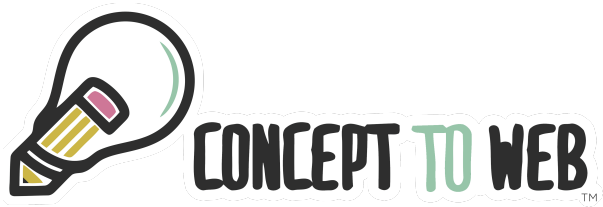
Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management April 2022	$150.00	1	$150.00

Subtotal	150.00
Tax	0.00
Total	150.00
Amount Paid	150.00
Amount Due (USD)	$0.00

Notes
Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!

-Aaron



Concept To Web
8186138261

18403 West Vogel Ave
Waddell, Arizona
85355
United States

Billed To
Mary Paterson
Canoga Park Neighborhood Council
c/o Canoga Park Community Center
7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
04/30/2022

Due Date
05/30/2022

Invoice Number
CPNC-97

Amount Due (USD)
$0.00

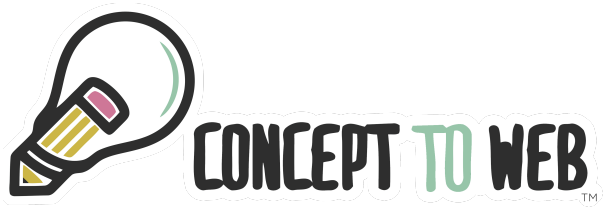
Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management May 2022	$150.00	1	$150.00

Subtotal	150.00
Tax	0.00
Total	150.00
Amount Paid	150.00
Amount Due (USD)	$0.00

Notes
Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!

-Aaron



Concept To Web
8186138261

18403 West Vogel Ave
Waddell, Arizona
85355
United States

Billed To
Mary Paterson
Canoga Park Neighborhood Council
c/o Canoga Park Community Center
7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
06/02/2022

Due Date
07/02/2022

Invoice Number
CPNC-98

Amount Due (USD)
$0.00

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management June 2022	$150.00	1	$150.00

Subtotal	150.00
Tax	0.00
Total	150.00
Amount Paid	150.00
Amount Due (USD)	$0.00

Notes
Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!

-Aaron

HALO Branded Solutions Inc.
3182 Momentum Place
Chicago, IL 60689-5331
Phone: (815) 625-0980
Tax ID: 03-0509520

Pre-Bill Invoice

Sales Order #	Date	Page
1000232670	6/15/2022	Page 1 of 1

Sold To #: 1040626
Sold To: Canoga Park Neighborhood Council
7248 Owensmouth Ave
CANOGA PARK CA 91303-1529

Bill To #: 1040626

Bill To : Canoga Park Neighborhood Counc
7248 Owensmouth Ave
CANOGA PARK CA 91303-1529

Delivery Method: Customer Pick Up

Ship To: Canoga Park Neighborhood Coun
** ORDER TO BE PICKED UP **
** DO NOT SHIP **
CANOGA PARK CA 91303-1529

Customer PO Number		Ship Date	Terms	Sales Representative		
		6/27/2022	Net 30 Days	2530 EX, HARVEY		
Qty Ordered	**Qty Shipped**	**Item Description/Comments**		**U/M**	**Unit Price**	**Net Line Amount**
425	0	10057908 GROCERY TOTE >ITEM COLOR: BLUE >IMPRINT COLOR: WHITE		EA	1.9500	$828.7500
1	0	SU Set Up		EA	65.0000	$65.0000
1	0	EPR EMAIL PROOF CHARGE		EA	0.0000	$0.0000

Item Total: **$893.75 USD**
Freight: **$0.00 USD**
Tax: **$84.91 USD**
Order Total: **$978.66 USD**

IMPORTANT NOTICE: These are estimated charges. A final invoice will be mailed following shipment.

To be PCI compliant and ensure the highest level of protection please call 815-548-9198 for all credit card payments.

Order Total: $978.66
Sales Order No: 1000232670
Bill To Customer No: 1040626

PLEASE MAKE CHECKS PAYABLE TO :
HALO BRANDED SOLUTIONS, Inc
3182 Momentum Place
Chicago, IL 60689-5331

IF SENDING WIRE TRANSFER:
HALO Branded Solutions,Inc.
Acct #: 7239511822
Bank Name: Fifth Third Bank
ABA: 042000314
Swift Code: FTBCUS3C

IF SENDING ACH:
HALO Branded Solutions,Inc.
Acct #: 7239511822
Bank Name: Fifth Third Bank
ABA: 071923909

Please email your remittance to : remittances@halo.com

Netbrands Media Corp.

14550 Beechnut St.
Houston, TX 77083

INVOICE

Order #IMAC1E486259
Order Time: 06/21/22 6:25 PM
PO Number: N/A

Bill To

City Of Los Angeles
Brian Mallasch
200 N Main St
Los Angeles, CA 90012
Email: raycole@canogaparknc.org

Ship To

Canoga Park Neighborhood Council
Raymond Cole
21051 Gresham St Unit 108
Canoga Park, CA 91304
Phone: (616) 893-9397

#	Order Items	Qty	Total
1	**9.25" Regular Flyer Neon Colors** • Style Type: Custom • Product Color: Purple • Number Of Imprint Colors: 1 Imprint Color • Imprint Color: White • Customized In: China • Artwork Type: Upload My Artwork • Artwork: Artworks/y5elmzt71kew2elhqfre • Proof Charge: Yes [+10.00] • Comments: Come Close To The Graphic As Possible, All White. Thanks! Unless It's The Same Price • Estimated Delivery Date: Thursday Jul 07, 2022 [+0.06] (STANDARD) (11) *	500	$535.00

2	**16oz Color Changing Stadium Cups**
	• Number Of Imprint Colors: 1 Imprint Color
	• Imprint Color: White
	• Print Position: Both Front And Back
	• Artwork Type: Upload My Artwork
	• Artwork: Artworks/nmqrco9z18vixw6v2394
	• Setup Charge: One Time Fee Per Order [+20.00]
	• Proof Charge: Yes [+10.00]
	• Customized In: USA [+0.16]
	• Comments: All White Please So It Can Pop
	• Details:
	  • Color: Blue To Purple - Qty: 75
	  • Color: Green To Blue - Qty: 75
	  • Color: Natural To Red - Qty: 100
	  • Color: Pink To Purple - Qty: 100
	• Estimated Delivery Date: Thursday Jul 07, 2022 [+0.00] (STANDARD) (11) *
		350	$457.00

#	Order Items	Qty	Total

3	**Attention Business Pens**
	• Style Type: Custom
	• Number Of Imprint Colors: 1 Imprint Color
	• Imprint Color: White
	• Font: American Typewrite [2]
	• Customized In: China
	• Artwork Type: Upload My Artwork
	• Artwork: Artworks/auh9zmzk6gbmv0pcv57g
	• Setup Charge: One Time Fee Per Order [+50.00]
	• Proof Charge: No
	• Details:
	  • Color: Blue - Qty: 50
	  • Color: Green - Qty: 50
	  • Color: Grey - Qty: 50
	  • Color: Orange - Qty: 50
	  • Color: Purple - Qty: 50
	  • Color: Red - Qty: 50
	• Estimated Delivery Date: Tuesday Jul 05, 2022 [+0.07] (STANDARD) (9) *
		300	$170.01

[1] All of production time and shipping time are in business days. Production starts from the day that all of the production requirements are satisfied.

[2] Some special keyboard characters of certain fonts might be unavailable or turn into different symbols or characters from the standard fonts. How the special keyboard characters appear on the preview is what you will get on your orders.

* The selected delivery date is only an estimation assuming the order experiences no delay due to order waiting for approval, proof request, incomplete payment, or any other issue that needs to be confirmed and resolved.

*** All checks require the order number to be written on the check's memo. Any check without the order number will be deposited but the order will not go in production until identified. Production will start after the check has cleared the bank and the order is identified.

**** Please verify your shipping address carefully upon the receipt of this invoice. Any address change or address correction requested after the order goes into the production might not be guaranteed and requires an additional charge of $35 per tracking number, which will also be automatically charged to the original payment form if the shipping carrier(s) identifies the incomplete or incorrect address issue and successfully makes the correction for the shipment delivery.

***** Customers will assume complete responsibility to obtain all required permissions for the legal reproduction of logos, trademarks, copyrights and from local or government authorities for the use, display, and distribution of the products. By agreeing to print any submitted artwork, Netbrands Media Corp, doing business as Imprint.Com, will not be held liable under any circumstances.

****** By approving your order and the invoice, you have agreed to our Terms & Conditions.

SUBTOTAL	$1,162.01
COUPON DISCOUNT	-$166.65
HANDLING & FEES	$0.00
SALES TAX	$0.00
ORDER TOTAL	**$995.36**

#	Transaction Date	Type	Reason	Amount	Reference
1	6/21/22 6:25 PM	CHARGE		$995.36	Master x-3489

ORDER NO: 12153051MJ , 12153052MJ
Brian Mallasch - Canoga Park Neighborhood Council

DATE:
JUN 21, 2022

CREDIT CARD:
ENDING IN 3489

Order #		Product Details	Total
12153051MJ		Round Stress Reliever Item #: Q17459	$402.42
12153052MJ		Whistle and Light Key Chain Item #: Q25081	$457.01

Payment Terms
All new customers are required to prepay a 100% before production can begin on their order. By signing the provided order acknowledgment the buyer acknowledges that they are entering into a contractual agreement with Quality Logo Products, Inc. (herein referred to as QLP) and gives QLP permission to apply any outstanding balance to the payment method provided until paid in full.

Proof Policy
Quality Logo Products requires that all new orders receive a paper/electronic proof and order acknowledgment prior to releasing the order to final production. A paper proof will be provided at no cost, and is our best representation of what your final print/product will look like. Often the artwork is to size or to scale (as indicated on the artwork), and is only intended to provide an idea as to what the final product will look like when completed. The paper proof and order acknowledgment are checked for misspellings and other mistakes (such as item colors, sizing, imprint color, imprint locations), but due to order volume, there is inevitably the rare instance that an error might go unnoticed. For this reason, we strongly recommend that you take part in this process by carefully checking your paperwork before signing off and submitting your approval. IT IS NOT SAFE TO ASSUME ANYTHING. Quality Logo Products cannot be held responsible for any wrong interpretations of the artwork or order approval, so if you have any questions or if something is unclear, please contact your sales representative to clarify the matter.

QUALITY LOGO PRODUCTS IS NOT RESPONSIBLE FOR ANY TYPOGRAPHICAL MISTAKES OR ERRORS THAT ARE OVERLOOKED AND LATER APPROVED BY THE CUSTOMER. In addition, Quality Logo Products cannot be held responsible for any damages that may be incurred as a result of the error or mistake after the order has been printed and accepted by the customer.

Shipping Policy
Orders that qualify for the delivery guarantee will include (MUST HAVE XX/XX/XX) next to the shipment method. Orders that do NOT contain this notation do NOT qualify for the delivery guarantee.

Un-imprinted merchandise returns are subject to a 15% restocking fee and the necessary freight costs to return the product do apply. Incomplete or partial returns will not be accepted. Unauthorized returns are not accepted.

Invoice

Invoice #: QSI-948769
Order #: 12153052MJ
Balance Due: $0.00

Bill To
Canoga Park Neighborhood Council
7248 OWENSMOUTH AVE
CANOGA PARK, CA 91303

Item	Description	Quantity	Price	Amount
Q25081	Whistle and Light Key Chain	500	$0.680	$340.00
LOCATION	Pad Print Side	500	$0.000	$0.00
RUN	Run Charge #1	500	$0.000	$0.00
SETUP	Setup Charge #1	1	$35.000	$35.00
SHIP	Shipping & Handling to: 21051 GRESHAM ST APT 108 CANOGA PARK, CA 91304 US	1	$48.570	$48.57
TAX	California Sales Tax	1	$40.240	$40.24
	Payment: Credit Card - MasterCard x3489 - 06/21/2022			($6.80)
	Payment: Credit Card - MasterCard x3489 - 06/21/2022			($457.01)

Customer Acct #
1215305

Date
07/07/22

Status
Paid

Total:	$463.81
Balance Due:	**$0.00**

Quality Logo Products, Inc.
724 N. Highland Ave. Aurora IL, 60506
(866) 312 5646

www.qualitylogoproducts.com
info@qualitylogoproducts.com

Invoice

Invoice #: **QSI-946462**
Order #: 12153051MJ
Balance Due: $0.00

Bill To
Canoga Park Neighborhood Council
7248 OWENSMOUTH AVE
CANOGA PARK, CA 91303

Item	Description	Quantity	Price	Amount
Q17459	Round Stress Reliever	500	$0.700	$350.00
LOCATION	Pad Print Side 1	500	$0.000	$0.00
RUN	Run Charge #1	500	$0.000	$0.00
SETUP	Setup Charge #1	1	$5.000	$5.00
SHIP	Shipping & Handling to: 21051 GRESHAM ST APT 108 CANOGA PARK, CA 91304 US	1	$46.690	$46.69
COUPON	Coupon code: NEWCUSTOMER8 has been applied to the order	1	-$28.000	($28.00)
TAX	California Sales Tax	1	$35.510	$35.51
	Payment: Credit Card - MasterCard x3489 - 06/21/2022			($6.78)
	Payment: Credit Card - MasterCard x3489 - 06/21/2022			($402.42)

Customer Acct #
1215305

Date
06/27/22

Status
Paid

Total:	$409.20
Balance Due:	**$0.00**

Quality Logo Products, Inc.
724 N. Highland Ave. Aurora IL, 60506
(866) 312 5646

www.qualitylogoproducts.com
info@qualitylogoproducts.com

Office of the City Clerk
Administrative Services Division
Neighborhood Council Funding Program
Neighborhood Council Bank Card Missing Receipt Affidavit

When a receipt for a Neighborhood Council bank card transaction is lost or otherwise unavailable and all measures to obtain a copy of the receipt have been exhausted, the Missing Receipt Affidavit should be completed.

Neighborhood Council: Canoga Park

NC Bank Cardholder Name: Brian Mallasch

Vendor: Any Promo Date of Transaction: 06/21/2022

Quantity	Item Description	Item Amount	Amount
1	Digital Premium Member/ship	$25	$25
		Sub-Total	
		Taxes	
		Total	$25

The receipt was (check applicable):

☐ Lost ☐ Never Received ☒ Other: Receipt needs to be detailed

Purpose of Transaction:

The board approved the purchase of promotional materials to promote. Any promo charged $25 but failed to document a detailed description of the charge.

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt and lead to freezing of the Neighborhood Council bank card.

NC Bank Cardholder Signature: Brian Mallasch

NC Bank Cardholder Name (Printed): _____

Neighborhood Council: Canoga Park

Date: 03/22/2023

Please secure a Board Action Certification (BAC) form authorizing the use of the Affidavit. Submit the BAC and Affidavit forms together in lieu of the missing receipt in the NC Funding System portal.

Office of the City Clerk Administrative Services Division
Neighborhood Council (NC) Funding Program
Board Action Certification (BAC) Form

NC Name: Canoga Park Neighborhood Council	**Meeting Date: 3/22/23**
Budget Fiscal Year: 2022-2023	**Agenda Item No: VIII. B.**
Board Motion and/or Public Benefit Statement (CIP and NPG):	Approval of Affidavit for $25 for digital premium shipping membershi document a detailed description fo the charge.
Method of Payment: (Select One)	□ Check □ Credit Card

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the ro

Board Member's First and Last Name	Board Position	Yes	No	Abstain
Raymond Cole	President	1		
Elmer Garcia	Vice-President	1		
	Secretary			
Leonel Fuentes	Treasurer	1		
Helen Morales	Member at large			
Kyra Edrington	Member at large			
Michelle F. Miranda	Member at large	1		
Mary Paterson	Member at large	1		
Quincy Clemons	Member at large			
Ronald Clary	Member at large	1		
Duane Galila	Member at large	1		
Jitzel Vasquez-Ruiz	Member at large			
Brian Mallasch	Member at large	1		
Robert Munoz	Member at large			
Lena Ayvazian	Member at large	1		
Corinne Ho	Member at large	1		
Veronica Bardham	Member at large			
Mireira Moran	Member at large	1		
Jodi Braverman	Member at large			
Board Quorum:	**Total:**	11	0	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is a held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a E the Board was present.

Authorized Signature: Leonel E Fuentes	Authorized Signature:
Print/Type Name: Leonel E. Fuentes	Print/Type Name:
Date: 3/22/23	Date: 3.22.2

p for $25. Any promo charged $25 but failed to

□ Board Member Reimbursement

om until after the vote is complete.

Absent	Ineligible	Recused
1		
1		
1		
1		
1		
	1	
	1	
5	2	

ccurate and complete, and that a public meeting was
Brown Act compliant public meeting where a quorum of

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)

This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Canoga Park Neighborhood Council

SECTION I- APPLICANT INFORMATION

1a) Valley Cultural Center dba Valley Cultural Foundation — *Organization Name*
51-0172702 — *Federal I.D. # (EIN#)*
Ca — *State of Incorporation*
1975 — *Date of 501(c)(3) Status (if applicable)*

1b) 21600 Oxnard St #128 — *Organization Mailing Address*
Woodland Hills — *City*
Ca — *State*
91367 — *Zip Code*

1c) _____ — *Business Address (If different)*
_____ — *City*
_____ — *State*
_____ — *Zip Code*

1d) ***PRIMARY CONTACT INFORMATION:***

Joellen Ammann — *Name*
818-704-1358 — *Phone*
joellen@valleycultural.org — *Email*

2) **Type of Organization- Please select one:**

☐ Public School *(not to include private schools)* **Attach Signed letter on School Letterhead**

or

☑ 501(c)(3) Non-Profit *(other than religious institutions)* **Attach IRS Determination Letter**

3) _____ — *Name / Address of Affiliated Organization (if applicable)*
City
State
Zip Code

SECTION II - PROJECT DESCRIPTION

4) **Please describe the purpose and intent of the grant.**

The funds requested will support the Children's performance series which will take place at the West Valley Boys and Girls Club on June 20th. This is free to the community and will reach the ages between 3 and 11. The grant will be used to offset costs related to the show.

5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**

The funds will be used to pay for the facilitation and expense related to having the " Puppeteers" show. It is a 45-minute interactive Marionette Puppet show for kids ages 3-11. The performance is free and its goal is to enlighten the children about arts, music, and culture.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)

Personnel Related Expenses	Requested of NC	Total Projected Cost
	$	$
	$	$
	$	$

6b)

Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Promotion, Production, performers fees.	$2500	$3000.00
	$	$
	$	$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
☑ No ☐ Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☑ No ☐ Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
Nora Ross Memorial Fund	$500.00	$3000.00
	$	$
	$	$

9) What is the TOTAL amount of the grant funding requested with this application: $2500.00

10a) Start date: 06/20/22 10b) Date Funds Required: 06/01/22 10c) Expected Completion Date: 06/20/22
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
☑ No ☐ Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant
Mary Patterson	On same Board of Directors

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
☑ Yes ☐ No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Joellen Ammann	Executive Director	Joellen Ammann	06/01/2022
PRINT Name	*Title*	*Signature*	*Date*

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Helen Christensen	Secretary	Helen Christensen	06-02-22
PRINT Name	*Title*	*Signature*	*Date*

*** If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form**

00217606

State of California

SECRETARY OF STATE

I, *BILL JONES*, Secretary of State of the State of California, hereby certify:

That the attached transcript of 2 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

DEC - 8 1998

Bill Jones

Secretary of State

Sec State Form CE-107 (rev. 9-98)

OSP 98 13524

0517606

ENDORSED - FILED
IN THE OFFICE OF THE
SECRETARY OF STATE
OF THE STATE OF CALIFORNIA

NOV 25 1998

BILL JONES, SECRETARY OF STATE

CERTIFICATE OF AMENDMENT
OF
ARTICLES OF INCORPORATION

The undersigned certify that:

1. They are the president and the secretary, respectively of VALLEY CULTURAL CENTER-WARNER PARK CORPORATION, a California corporation.

2. Article I of the Articles of Incorporation of this corporation is amended to read as follows:

I. The name of this corporation is Valley Cultural Center, a non-profit corporation.

3. Article II of the Articles of Incorporation of this corporation is amended to read as follows:

II. The purpose of this corporation is:

(a) The presentation of musical concerts to the general public In Warner Center Park and elsewhere.
(b) The development of a center for cultural activities in the performing and visual arts for the benefit of the residents of of the San Fernando Valley.
(c)The furtherance and continuance of performing and visual art activities in the San Fernando Valley.

4. Article III of the Articles of Incorporation of this corporation is amended to read as follows:

III. (a) This corporation is organized and operated exclusively for public and charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code.
(b) Notwithstanding any other provisions of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (2) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
(c)No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

5. Article IV of the Articles of Incorporation of this corporation is hereby deleted.

6. Article V of the Articles of Incorporation of this corporation is amended to read as follows:

V. The property of this corporation is irrevocably dedicated to educational, literary and charitable purposes, and no part of the net income or assets of this organization shall ever inure to the benefit of any director, or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporat ion, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for educational, literary or charitable purposes and which has established its tax exempt status under Section 501 (c)(3) of the Internal revenue Code.

7. Article VI of the Articles of Incorporation of this corporation is amended to read as follows:

VI. This corporation shall have no corporate members.

7. Article VII of the Articles of Incorporation of this corporation is amended to read as follows:

VII. The principal office of this corporation for the transaction of business is located in Los Angeles County.

8. The foregoing amendments of Articles of Incorporation has been duly approved by the board of directors.

9. The corporation has no members

We further declare under penalty of perjury under the laws of the State of California that the matter set forth in this certificate are true and correct of our own knowledge.

DATE: 11-20-98

STANLEY R. ARNOLD, President

GLENDA PATTON, Secretary

OFFICE OF THE SECRETARY OF STATE

STATE OF CALIFORNIA

OFFICE OF THE SECRETARY OF STATE

318473

I, *MARCH FONG EU*, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the RECORD on file in this office, of which it purports to be a copy, and that same is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this

OCT 15 1975

March Fong Eu

Secretary of State

318473

748957

ARTICLES OF INCORPORATION

OF

VALLEY CULTURAL CENTER - WARNER PARK CORPORATION

ORIGINAL FILED
OCT 15 1975
CLARENCE E. CABELL, County Clerk

I

The name of this corporation shall be VALLEY CULTURAL CENTER - WARNER PARK CORPORATION.

II

The purposes for which this corporation is formed are:

(a) The specific and primary purposes are:

1. To assist the City of Los Angeles through its Department of Recreation and Parks in the development of the Warner Park including the erection and dedication of public buildings and facilities for the benefit of the community.

2. To engage in all activities, to do all things, and to perform all acts that will assist the City of Los Angeles in the promotion and development of the Valley Cultural Center in Warner Park as an outstanding complex of facilities dedicated to public instruction and education, presentation of theatrical, literary, and artistic works, and a wide-ranging array of cultural activities of interest to the entire community.

3. To assist the City of Los Angeles in making the Valley Cultural Center at Warner Park readily available for the education and enjoyment of all people.

318473

(b) The general purposes and powers are:

1. To sue and be sued.

2. To make contracts.

3. To receive property by devise or bequest, subject to the laws regulating the transfer of property by will, and otherwise acquire and hold all property, real or personal, including shares of stock, bonds, and securities.

4. To act as trustee under any trust incidental to the principal objects of the corporation and to receive, hold, administer, and expend funds and property subject to such trust.

5. Convey, exchange, lease, mortgage, encumber, transfer upon trust, or otherwise dispose of all property, real or personal.

6. Borrow money, contract debts and issue bonds, notes and debentures, and secure the payment or performance of its obligations.

7. Do all other acts necessary or expedient for the administration of the affairs and attainment of the purposes of the corporation.

8. Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the exempt purposes set forth in Section 501(c)(3) of the Internal Revenue Code.

(c) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise

attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

III

This corporation is organized pursuant to the General Nonprofit Corporation Law of the State of California and does not contemplate pecuniary gain or profit to the members thereof, and it is organized for nonprofit purposes.

IV

The County in this State where the principal office for the transaction of business of this corporation is located is Los Angeles County.

V

The names and addresses of the persons who are to act in the capacity of directors until the selection of their successors are:

Name	Address
Raymond Church	6842 Van Nuys Boulevard Van Nuys, California 91405
Garry Kief	20931 Oxnard Woodland Hills, California 91634
Lee Ann Pfeiffer	16526 Buchet Drive Granada Hills, California 91344

VI

The authorized number and qualifications of members of the corporation, the different classes of membership, if any, the property, voting and other rights and privileges of members, and their liability to dues and assessments and the method of collection thereof, shall be as set forth in the Bylaws.

VII

The property of this corporation is irrevocably dedicated to educational, literary and charitable purposes, and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets, remaining after payment, or provision for payment, of all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for educational, literary and charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

If this corporation holds any assets in trust, or the corporation is formed for charitable purposes, such assets shall be disposed of in such manner as may be directed by decree of the superior court of the county in which the corporation has its principal office, upon petition therefor by the Attorney General or by any person concerned in the liquidation, in a proceeding to which the Attorney General is a party.

IN WITNESS WHEREOF, the undersigned, being the persons hereinabove named as the first directors, have executed these Articles of Incorporation, this 6th day of _____, 1975.

Raymond Church — Incorporator

Garry Kief — Incorporator

Lee Ann Pfeiffer — Incorporator

STATE OF CALIFORNIA)
) ss.
COUNTY OF LOS ANGELES)

On this 14 day of [illegible], 1975, before me, [illegible], a Notary Public for the State of California, with principal office in Los Angeles County, personally appeared RAYMOND CHURCH, GARRY KIEF, and LEE ANN PFEIFFER, known to me to be the persons whose names are subscribed to the within Articles of Incorporation, and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal on the day and year first above written.

OFFICIAL SEAL
MARY E. RYBOLT
NOTARY PUBLIC - CALIFORNIA
PRINCIPAL OFFICE IN
LOS ANGELES COUNTY
My Commission Expires August 24, 1978

[illegible]
Notary Public in and for the
State of California

BYLAWS

VALLEY CULTURAL CENTER - WARNER PARK CORPORATION

ARTICLE I: Name

The name of this corporation is the Valley Cultural Center - Warner Park Corporation, hereinafter referred to as the "Corporation".

ARTICLE II: Principal Office

The principal office of the Corporation shall be located in the City of Los Angeles, State of California.

ARTICLE III: Organization

The Corporation is organized as a nonprofit corporation under the General Nonprofit Corporation Law of the State of California.

ARTICLE IV: Purpose

The Corporation is organized exclusively for charitable purposes, including the development of a cultural center at Warner Park for use by the community in educational, literary and artistic activities.

ARTICLE V: Powers

To carry out all the purposes stated in Article IV, the Corporation may exercise powers to accept contributions of money and to acquire real or personal property by purchase, exchange, gift, lease, devise or bequest; to hold, improve, lease or mortgage said properties; to donate or transfer said money or properties for use in financing the acquisition, construction or improvement of public facilities and other improvements at Warner Park. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the Corporation shall be empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes set forth in these Bylaws. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for political office. Notwithstanding any other provision of these Bylaws, this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of the Corporation.

ARTICLE VI: Membership

A. Class. There shall be only one class of membership. The initial members shall be the persons named in the Articles of Incorporation as the first Directors of the Corporation.

B. Admissions. The members may admit new members or fill vacancies, except that there shall be no discrimination on the basis of race, color, religion, sex, or national origin.

C. Terminations. Subject to the transfer provisions below, membership of any member shall terminate upon the resignation or death of the member. Failure to pay prescribed dues or any fees held to be a qualification for membership may be considered as an offer of resignation if the delinquency exceeds three months. Any member may be terminated for cause by a vote of the majority of all the members exclusive of such a member.

D. Transfer. No membership, or any right arising therefrom, shall be transferable; provided, however, that any or all memberships and any or all rights arising therefrom, including voting rights, may be transferred to a director in connection with the issuance of bonds, notes, or other evidences of indebtedness of the Corporation, to provide additional protection for the holder or holders of such indebtedness, and in such event such director may exercise all rights pertaining to such memberships or all rights so transferred, as the case may be. So long as any memberships or any rights arising therefrom are held by any such director such memberships and rights shall not be terminated, notwithstanding the death or resignation of any transferring member or members, unless and until termination thereof is approved in writing by such director.

E. Property and Voting Rights. No member shall have any right or any interest in any asset of the Corporation. Each member is entitled to one vote and may so act either in person or by proxy.

F. Dues and Assessments. Dues and assessments, if any, shall be determined by the directors and approved by a majority of the members.

ARTICLE VII: Meetings

A. Annual Meeting. A meeting of the members for the election of directors and for the transaction of such business as may come before the meeting shall be held on the first Thursday of November of each year at such hour and place as fixed by the directors.

B. Special Meetings. The President, any two directors, or a majority of the members may call a special meeting for any purpose at any time.

C. Notices. Notice of each meeting of members, whether regular or special, shall specify date, place, and hour of meeting and be given to each member at least 24 hours before the date of the meeting by mail. Notice of a special meeting shall set forth the purpose of the meeting.

D. Quorum and Manner of Action. Five members, or a majority of the members, if that be less, shall constitute a quorum for all regular or special meetings, except as otherwise specified by these Bylaws. The transactions of any meeting of members, however called or noticed and wherever held, shall be valid if each member not present signs a waiver of notice or a consent to holding such a meeting or an approval of the minutes thereof. Any action which may be taken as specified by these Bylaws may also be taken without a meeting if authorized in writing by all members and filed with the Secretary.

E. Parliamentary Procedure. Robert's Rules of Order Newly Revised shall govern the proceedings of this Corporation in all cases not provided for in these Bylaws.

ARTICLE VIII: Directors

A. Number, Term. The Board of Directors shall consist of eight persons. The number of directors may be changed by amending this Bylaw, provided the number shall not be less than three. The directors named in the Articles of Incorporation shall hold office until the first regular meeting of the members and thereafter until the election and qualification of their successors. Directors elected shall hold office until election and qualification of their successors or until death, resignation, or removal.

B. Organization. The first Board may at any time and each succeeding Board shall, within seven days after being elected, hold an organization meeting in which it shall elect from its numbers a President, Vice President, Treasurer, and Secretary. The offices of Secretary and Treasurer may be held by one person. The Board may also elect subordinate officers, none of whom need be a member of the Board or a member of the Corporation. Each officer shall hold office until the election and qualification of his successor or until his death, resignation, or removal.

C. Meetings. The Board shall designate the place and time of Board meetings. If regular meetings are fixed for place and time, notice need not be given. Special meetings may be called by the President, Vice President, or any two directors. Notice of a special meeting shall be delivered personally or mailed to each director at least one day before the meeting.

D. Manner of Action. The transactions of any Board meeting, however called and noticed, shall be valid if a quorum be present and if each director either before or after the meeting signs a waiver or consent to holding such a meeting or approval of the minutes thereof. Any action permitted to the Board may be taken without a meeting if all directors, either individually or collectively, file written consents to the action with the corporate secretary.

E. Quorum. A majority of directors present at a meeting shall constitute a quorum unless a greater number is required by these Bylaws or by statute. The President or, in his absence, the Vice President, or in the absence of the Vice President, a chairman chosen by the majority of directors present, shall preside.

F. Vacancies. A vacancy shall be deemed to exist in event of the death, resignation, or removal of a director or the failure of the members to elect the full number of directors. A vacancy may be filled by the remaining director even though less than a quorum. A director so elected shall hold office until his successor is elected at a regular meeting of the members or a

special meeting called for such purpose. Members may elect directors to fill vacancies not filled by the Board if such action is taken in a special meeting noticed and held for such purpose. Any director may be removed from office by the vote of a majority of the members.

G. Compensation. No director shall be entitled to compensation for serving as an officer or director of the Corporation.

ARTICLE IX: Powers of the Board of Directors

A. General. Subject to the provisions of these Bylaws, the Board shall control all corporate powers and the business, property, and affairs of the Corporation. No director shall be responsible for an error in judgment or for what he may do or refrain from doing when acting in good faith.

B. Indebtedness. The Board on behalf of the Corporation may incur such indebtedness for the proper purposes of the Corporation as the Board deems necessary or appropriate, may issue bonds, notes, and other evidences of indebtedness of the Corporation, may secure the same by mortgage, transfer in trust, encumbrance of the whole or any part of the assets of the Corporation, may acquire property subject to deeds of trust, mortgages or other liens or encumbrances, and may establish funds and make other provisions for the payment of such indebtedness and interest thereon.

ARTICLE X: Officers

A. Identity. The officers shall be a President, a Vice President, a Secretary, and a Treasurer or a Secretary-Treasurer, and such subordinate officers as the Board of Directors may designate. Only directors shall be qualified to hold principal offices, but the Board may appoint any person, whether a director or not, to hold any subordinate office.

B. Election, Term. Each officer shall be elected by the Board of Directors, and shall hold office until his successor is elected and qualified, or until his death, resignation, or removal.

C. Resignations, Removals. Any officer may resign at any time by giving written notice to the President or Secretary. Such resignation shall take effect at the time specified therein, and unless specified therein the acceptance of the resignation shall not be necessary to make it effective. A vacancy in any office shall be filled in the manner prescribed in these Bylaws for appointment or election to such office.

D. President. The President shall be the chief executive officer of the Corporation, and shall have general supervision over the business of the Corporation, subject to the control of the Board of Directors. He shall preside at all meetings of the members and the Board. He may sign and execute in the name of the Corporation the deeds, deeds of trust, mortgages, leases, bonds, contracts, and other instruments authorized by the Board and generally perform duties assigned to him by the Board.

E. Vice President. At the request of the President, or in case of his absence or disability, the Vice President shall perform all duties of the President. When so acting, he shall have all the powers of and be subject to the restrictions upon the President. Also, the Vice President shall perform such duties as may be assigned to him by the President or the Board of Directors.

F. Secretary. The Secretary shall: (a) Certify and keep at the office of the Corporation or at such other place the Board of Directors may decide, the original copy of the Bylaws, as amended or otherwise altered; (b) keep at the office,or such other place as the Board shall decide, the minutes of all meetings of the members or Board, recording therein the time and place of the holding, whether regular or special and if special how authorized, the notice thereof given, and the proceedings thereat; (c) see that all notices are given according to these Bylaws or as required by law; (d) be custodian of the records and seal of the Corporation; (e) keep at the office a membership book of the names and addresses of members and, in a case where a membership has been terminated, record such fact and date of such termination; (f) exhibit at all times which are reasonable, to any member, the Bylaws, membership book, and the minutes and proceedings of meetings of the members or Board; perform such duties as may be assigned by the Board or the President.

G. Treasurer. The Treasurer shall (a) be overseer of all funds belonging to the Corporation and deposit them properly in a bank designated by the Board of Directors; (b) pay all bills by check upon authorization of Board of Directors; all checks shall be signed by two of the four named officers--Treasurer, President, Vice President, or Secretary; (c) keep an accurate account of all financial transactions and submit the books for an annual audit; (d) submit a report at the meetings of the Board of Directors; perform all duties as may be assigned by the President.

ARTICLE XI: Dissolution

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Corporation, turn over all assets of the Corporation to the City of Los Angeles with the recommendation that such assets be used for the purposes for which the Corporation was formed.

ARTICLE XII: Fiscal Year

The Fiscal Year of the Corporation shall begin on January 1 and end on December 31, except the first Fiscal Year shall run from the date of incorporation to December 31.

ARTICLE XIII: Amendment

Any of these Bylaws may be amended or repealed, and new Bylaws may be adopted, by vote or written consent of a majority of the members except that without prior approval by the Internal Revenue Service (or its successor) of the Department of Treasury of the United States of America, Article III, Article IV, Article V, Article VIII G., Article XI, and Article XIII shall not be amended or repealed.

SECRETARY'S CERTIFICATION

The undersigned hereby certifies that she is the Secretary of the Corporation, that the foregoing is a full and true copy of the Bylaws of the Corporation, and that the members of the Corporation unanimously adopted the aforestated Bylaws at a membership meeting of the Corporation on _____ and declared the Bylaws from that date onward to be in full force.

Dated: _____

_____
Secretary

(Seal)

SECRETARY'S CERTIFICATION

The undersigned hereby certifies that she is the Secretary of the Corporation, that the foregoing is a full and true copy of the Bylaws of the Corporation, and that the members of the Corporation unanimously adopted the aforestated Bylaws at a membership meeting of the Corporation on _____ and declared the Bylaws from that date onward to be in full force.

Dated: _____

_____
Secretary

(Seal)

CITY OF LOS ANGELES TAX REGISTRATION CERTIFICATE

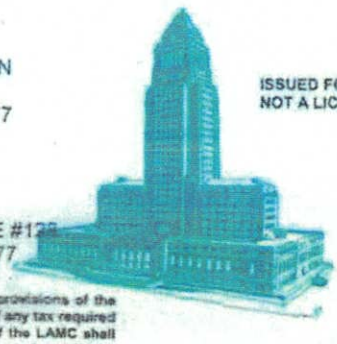
THIS CERTIFICATE IS GOOD UNTIL SUSPENDED OR CANCELLED

BUSINESS TAX ISSUED: 5/13/2019

ACCOUNT NO.	FUND/CLASS	DESCRIPTION	STARTED	STATUS
0000972757-0001-4	L049	Professions / Occupations	12/8/1975	Active

ISSUED TO

VALLEY CULTURAL CENTER
VALLEY CULTURAL FOUNDATION
21600 OXNARD ST STE 128
WOODLAND HILLS CA 91367-4977



ISSUED FOR TAX COMPLIANCE PURPOSES ONLY
NOT A LICENSE, PERMIT, OR LAND USE AUTHORIZATION

21600 OXNARD STREET SUITE #128
WOODLAND HILLS, CA 91367-4977

"This registration certificate or permit issued under the provisions of the Business Tax ordinances of the LAMC, or the payment of any tax required under the provisions of the Business Tax ordinances of the LAMC shall be construed as authorizing the conduct or continuance of any illegal business or of a legal business in an illegal manner."

ISSUED BY:

Clare Bartels

DIRECTOR OF FINANCE

NOTIFY THE OFFICE OF FINANCE IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS - Office of Finance, P.O. Box 53200, Los Angeles CA 90053-0200

IMPORTANT - READ REVERSE SIDE

FORM 2000 (Rev. 11/15)

Office of the City Clerk Administrative Services Division
Neighborhood Council (NC) Funding Program
Board Action Certification (BAC) Form

NC Name: Canoga Park Neighborhood Council	**Meeting Date: 05/25/22**
Budget Fiscal Year: 2021-2022	**Agenda Item No: FUNDING MOTION X.**
Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve $2,500 for NPG for Valley Cultural Foundation Non-Profit NPG Application.
Method of Payment: (Select One)	☐ Check ☐ Credit Card ☐ Board Member Reimbursement

Vote Count
Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Mary Paterson	President						1
Thema Bryant	Vice-President	1					
Helen Morales	Secretary					1	
Leonel Fuentes	Treasurer	1					
Michelle F. Miranda	Sargeant at Arms	1					
Ron Clary	Parliamentarian					1	
Quincy Clemons	Member at large	1					
Raymond Cole	Member at large	1					
Kyra Edrington	Member at large	1					
Jessica Gonzalez	Member at large				1		
Elmer Garcia	Member at large	1					
Nauman Khan	Member at large	1					
Brian Mallasch	Member at large	1					
Steve Slutzah	Member at large	1					
Jitzel Vasquez-Ruiz	Member at large				1		
Duane Galila	Member at large	1					
Annette McClain	Member at large				1		
Robert Munoz	Member at large				1		
Board Quorum:	**Total:**	11	0	0	4	2	1

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: Leonel E Fuentes	Authorized Signature: Brian Mallasch
Print/Type Name: Leonel E. Fuentes	Print/Type Name: Brian Mallasch
Date: 5/25/22	Date: 5.31.22

Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)

This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Canoga Park Neighborhood Council

SECTION I- APPLICANT INFORMATION

1a)

Organization Name	Federal I.D. # (EIN#)	State of Incorporation	Date of 501(c)(3) Status (if applicable)
Nueva Vision Community School	26-0787757	CA	7/20/07

1b)

Organization Mailing Address	City	State	Zip Code
21618 Saticoy St. #202	Canoga Park	CA	91304

1c)

Business Address (If different)	City	State	Zip Code

1d) *PRIMARY CONTACT INFORMATION:*

Name	Phone	Email
Joel Valle	(818) 235-2281	joel.valle@nuevavisioncs.org

2) Type of Organization- Please select one:

❑ Public School *(not to include private schools)* **Attach Signed letter on School Letterhead**

or

☑ 501(c)(3) Non-Profit *(other than religious institutions)* **Attach IRS Determination Letter**

3)

Name / Address of Affiliated Organization (if applicable)	City	State	Zip Code

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

Grant funds will support our ongoing free music programs located in Canoga Park. We offer lessons in piano and guitar. Our Canoga Park program currently serves 50 students who all reside in Canoga Park. Programs are located at the New Economics for Women Canoga Park site. Grant funds will go towards partially funding teaching artists salaries for our 2022 Summer/Fall session. Our music programs aim to advance artistic knowledge and equip youth with essential learning and life skills that will help them achieve academic success and live a happier and more fulfilled life. Youth development outcomes include the ability to problem-solve, personal fulfillment, and the ability to express oneself.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)

Personnel Related Expenses	Requested of NC	Total Projected Cost
Teaching Artists Salaries	$3,000	$12,000
	$	$
	$	$

6b)

Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Operating Expenses	$	$3,500
	$	$
	$	$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
☑ **No** ☐ **Yes** **If Yes, please list names of NCs:** _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☑ **No** ☐ **Yes** **If Yes, please describe:**

Source of Funding	Amount	Total Projected Cost
	$	$
	$	$
	$	$

9) What is the TOTAL amount of the grant funding requested with this application: **$** 3,000

10a) Start date: 6/1/22 **10b) Date Funds Required:** 7/1/22 **10c) Expected Completion Date:** 11/30/22
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
☑ **No** ☐ **Yes** **If Yes, please describe below:**

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
☑ **Yes** ☐ **No** ***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**

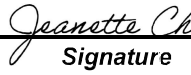
SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Joel Valle	Executive Director		4/11/22
PRINT Name	*Title*	*Signature*	*Date*

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Jeanette Cho	Secretary		4/11/22
PRINT Name	*Title*	*Signature*	*Date*

*** If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form**

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: AUG 12 2008

NUEVA VISION COMMUNITY SCHOOL
21618 SATICOY ST 202
CANOGA PARK, CA 91304

Employer Identification Number:
26-0787757
DLN:
17053168338018
Contact Person:
MICHAEL CONDON ID# 31170
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
July 20, 2007
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2011
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

NUEVA VISION COMMUNITY SCHOOL

Sincerely,

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC
Statute Extension

Office of the City Clerk Administrative Services Division
Neighborhood Council (NC) Funding Program
Board Action Certification (BAC) Form

NC Name: Canoga Park Neighborhood Council	**Meeting Date: 05/25/22**
Budget Fiscal Year: 2021-2022	**Agenda Item No: FUNDING MOTION IX.**
Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve $3,000 for NPG for Nueva Vision Community School Non-Profit NPG Application.
Method of Payment: (Select One)	☐ Check ☐ Credit Card ☐ Board Member Reimbursement

Vote Count
Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Mary Paterson	President	1					
Thema Bryant	Vice-President	1					
Helen Morales	Secretary					1	
Leonel Fuentes	Treasurer	1					
Michelle F. Miranda	Sargeant at Arms	1					
Ron Clary	Parliamentarian					1	
Quincy Clemons	Member at large	1					
Raymond Cole	Member at large	1					
Kyra Edrington	Member at large	1					
Jessica Gonzalez	Member at large				1		
Elmer Garcia	Member at large	1					
Nauman Khan	Member at large	1					
Brian Mallasch	Member at large	1					
Steve Slutzah	Member at large	1					
Jitzel Vasquez-Ruiz	Member at large				1		
Duane Galila	Member at large	1					
Annette McClain	Member at large				1		
Robert Munoz	Member at large				1		
Board Quorum:	**Total:**	12	0	0	4	2	

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: Leonel E Fuentes	Authorized Signature: Brian Mallasch
Print/Type Name: Leonel E. Fuentes	Print/Type Name: Brian Mallasch
Date: 5/25/22	Date: 5.31.22

Monthly Expenditure Report

Reporting Month: August 2022 **Budget Fiscal Year: 2022-2023**

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	**Total Spent**	**Remaining Balance**	**Outstanding**	**Commitments**	**Net Available**
$41726.25	$0.00	$41726.25	$1911.06	$0.00	$39815.19

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office	$20000.00	$0.00	$19726.25	$1911.06	$17815.19
Outreach		$0.00		$0.00	
Elections		$0.00		$0.00	
Community Improvement Project	$5000.00	$0.00	$5000.00	$0.00	$5000.00
Neighborhood Purpose Grants	$17000.00	$0.00	$17000.00	$0.00	$17000.00
Funding Requests Under Review: $0.00		Encumbrances: $0.00		Previous Expenditures: $273.75	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
	Subtotal:					**$0.00**

Outstanding Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	AARON DEVANDRY/CONCEPT TO WEB	01/09/2023	CPNC is currently frozen. The NC has been unable to met quorum.	General Operations Expenditure	Office	$1090.82
2	AARON DEVANDRY/CONCEPT TO WEB	01/09/2023	Canoga Park is currently frozen.	General Operations Expenditure	Office	$820.24
	Subtotal: Outstanding					**$1911.06**

Monthly Expenditure Report

Reporting Month: September 2022 Budget Fiscal Year: 2022-2023

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	**Total Spent**	**Remaining Balance**	**Outstanding**	**Commitments**	**Net Available**
$41726.25	$0.00	$41726.25	$1911.06	$0.00	$39815.19

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office	$20000.00	$0.00	$19726.25	$1911.06	$17815.19
Outreach		$0.00		$0.00	
Elections		$0.00		$0.00	
Community Improvement Project	$5000.00	$0.00	$5000.00	$0.00	$5000.00
Neighborhood Purpose Grants	$17000.00	$0.00	$17000.00	$0.00	$17000.00
Funding Requests Under Review: $0.00		Encumbrances: $0.00		Previous Expenditures: $273.75	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
	Subtotal:					**$0.00**

Outstanding Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	AARON DEVANDRY/CONCEPT TO WEB	01/09/2023	CPNC is currently frozen. The NC has been unable to met quorum.	General Operations Expenditure	Office	$1090.82
2	AARON DEVANDRY/CONCEPT TO WEB	01/09/2023	Canoga Park is currently frozen.	General Operations Expenditure	Office	$820.24
	Subtotal: Outstanding					**$1911.06**

Monthly Expenditure Report

Reporting Month: October 2022 **Budget Fiscal Year: 2022-2023**

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	**Total Spent**	**Remaining Balance**	**Outstanding**	**Commitments**	**Net Available**
$41726.25	$0.00	$41726.25	$1911.06	$0.00	$39815.19

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office	$20000.00	$0.00	$19726.25	$1911.06	$17815.19
Outreach		$0.00		$0.00	
Elections		$0.00		$0.00	
Community Improvement Project	$5000.00	$0.00	$5000.00	$0.00	$5000.00
Neighborhood Purpose Grants	$17000.00	$0.00	$17000.00	$0.00	$17000.00
Funding Requests Under Review: $0.00		Encumbrances: $0.00		Previous Expenditures: $273.75	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
	Subtotal:					**$0.00**

Outstanding Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	AARON DEVANDRY/CONCEPT TO WEB	01/09/2023	CPNC is currently frozen. The NC has been unable to met quorum.	General Operations Expenditure	Office	$1090.82
2	AARON DEVANDRY/CONCEPT TO WEB	01/09/2023	Canoga Park is currently frozen.	General Operations Expenditure	Office	$820.24
	Subtotal: Outstanding					**$1911.06**

Monthly Expenditure Report

Reporting Month: November 2022 **Budget Fiscal Year: 2022-2023**

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	**Total Spent**	**Remaining Balance**	**Outstanding**	**Commitments**	**Net Available**
$41726.25	$0.00	$41726.25	$1911.06	$0.00	$39815.19

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office	$20000.00	$0.00	$19726.25	$1911.06	$17815.19
Outreach		$0.00		$0.00	
Elections		$0.00		$0.00	
Community Improvement Project	$5000.00	$0.00	$5000.00	$0.00	$5000.00
Neighborhood Purpose Grants	$17000.00	$0.00	$17000.00	$0.00	$17000.00
Funding Requests Under Review: $0.00		Encumbrances: $0.00		Previous Expenditures: $273.75	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
	Subtotal:					**$0.00**

Outstanding Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	AARON DEVANDRY/CONCEPT TO WEB	01/09/2023	CPNC is currently frozen. The NC has been unable to met quorum.	General Operations Expenditure	Office	$1090.82
2	AARON DEVANDRY/CONCEPT TO WEB	01/09/2023	Canoga Park is currently frozen.	General Operations Expenditure	Office	$820.24
	Subtotal: Outstanding					**$1911.06**

Monthly Expenditure Report

Reporting Month: December 2022 **Budget Fiscal Year: 2022-2023**

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	**Total Spent**	**Remaining Balance**	**Outstanding**	**Commitments**	**Net Available**
$41726.25	$0.00	$41726.25	$2545.46	$0.00	$39180.79

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office	$20000.00	$0.00	$19726.25	$2045.46	$17180.79
Outreach		$0.00		$500.00	
Elections		$0.00		$0.00	
Community Improvement Project	$5000.00	$0.00	$5000.00	$0.00	$5000.00
Neighborhood Purpose Grants	$17000.00	$0.00	$17000.00	$0.00	$17000.00
Funding Requests Under Review: $0.00		Encumbrances: $0.00		Previous Expenditures: $273.75	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
	Subtotal:					**$0.00**

Outstanding Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	AARON DEVANDRY/CONCEPT TO WEB	01/09/2023	CPNC is currently frozen. The NC has been unable to met quorum.	General Operations Expenditure	Office	$1090.82
2	AARON DEVANDRY/CONCEPT TO WEB	01/09/2023	Canoga Park is currently frozen.	General Operations Expenditure	Office	$820.24
3	APPLEONE EMPLOYMENT SERVICES	03/23/2023	Canoga Park is in EE. Proxy authorization form attached.	General Operations Expenditure	Office	$134.40
4	Community Benefit Foundation	03/23/2023	Canoga Park is in EE- proxy authorization form attached.	General Operations Expenditure	Outreach	$500.00
	Subtotal: Outstanding					**$2545.46**

Monthly Expenditure Report

Reporting Month: January 2023 **Budget Fiscal Year: 2022-2023**

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	**Total Spent**	**Remaining Balance**	**Outstanding**	**Commitments**	**Net Available**
$41726.25	$1911.06	$39815.19	$634.40	$0.00	$39180.79

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office	$20000.00	$1911.06	$17815.19	$134.40	$17180.79
Outreach		$0.00		$500.00	
Elections		$0.00		$0.00	
Community Improvement Project	$5000.00	$0.00	$5000.00	$0.00	$5000.00
Neighborhood Purpose Grants	$17000.00	$0.00	$17000.00	$0.00	$17000.00
Funding Requests Under Review: $0.00		Encumbrances: $0.00		Previous Expenditures: $273.75	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	AARON DEVANDRY/CONCEPT TO WEB	01/09/2023	CPNC is currently frozen. The NC has been unable to met quorum.	General Operations Expenditure	Office	$1090.82
2	AARON DEVANDRY/CONCEPT TO WEB	01/09/2023	Canoga Park is currently frozen.	General Operations Expenditure	Office	$820.24
	Subtotal:					**$1911.06**

Outstanding Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	APPLEONE EMPLOYMENT SERVICES	03/23/2023	Canoga Park is in EE. Proxy authorization form attached.	General Operations Expenditure	Office	$134.40
2	Community Benefit Foundation	03/23/2023	Canoga Park is in EE- proxy authorization form attached.	General Operations Expenditure	Outreach	$500.00
	Subtotal: Outstanding					**$634.40**

Office of the City Clerk
Administrative Services Division
Neighborhood Council Funding Program
Neighborhood Council Proxy Payment Form

Neighborhood Council: Canoga Park Neighborhood Coucil

Date: 01/06/2023

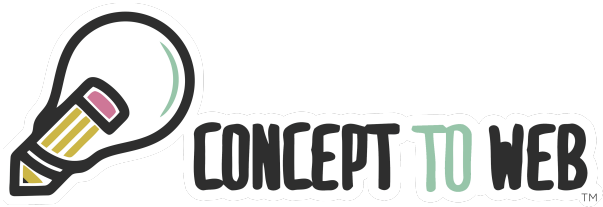
Vendor Name	Invoice Number	Date of Invoice	Amount
Aaron Devandry	CPNC-99	7/1/2022	$150.00
Aaron Devandry	CPNC-100	8/6/2022	$340.82
Aaron Devandry	CPNC-101	9/7/2022	$150.00
Aaron Devandry	CPNC-102	9/29/2022	$150.00
Aaron Devandry	CPNC-103	11/1/2022	$150.00
Aaron Devandry	CPNC-104	11/30/2022	$150.00
Total			$1090.82

Reason for Proxy Payment:
Canoga Park NC is currently frozen.

Staff Name: Mariel Camilo
Title: CPNC Funding Representative
Signature: Mariel Camilo Date: 1/6/2023

Authorization: Janet Hernandez
Title: NC Funding Program Supervisor
Signature: Signed with ClerkSign Janet Hernandez Jan 06, 2023 4:25PM Date: 01/06/2023

Digitally Signed using ClerkSign (Document: 53154d36-13ee-4e1d-b67d-cca35601511a)



Concept To Web
8186138261
18403 West Vogel Ave
Waddell, Arizona
85355
United States

Billed To
Mary Paterson
Canoga Park Neighborhood Council
c/o Canoga Park Community Center
7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
07/01/2022

Due Date
07/31/2022

Invoice Number
CPNC-99

Amount Due (USD)
$150.00

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management July 2022	$150.00	1	$150.00

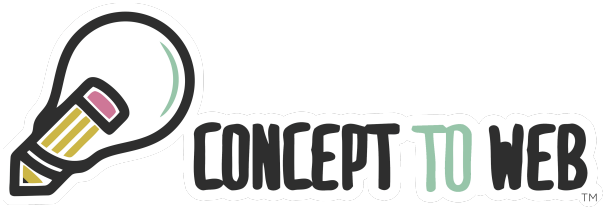
Subtotal	150.00
Tax	0.00
Total	150.00
Amount Paid	0.00
Amount Due (USD)	$150.00

Notes
Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!

-Aaron

Digitally Signed using ClerkSign (Document: 53154d36-13ee-4e1d-b67d-cca35601511a)



Concept To Web
8186138261
18403 West Vogel Ave
Waddell, Arizona
85355
United States

Billed To
Brian Mallasch
Canoga Park Neighborhood Council
c/o Canoga Park Community Center
7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
08/06/2022

Due Date
09/05/2022

Invoice Number
CPNC-100

Amount Due (USD)
$340.82

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management August 2022	$150.00	1	$150.00
Google Suite for July Paid for on my personal credit card. Requested by Ray Cole. Please reimburse.	$190.82	1	$190.82

Subtotal	340.82
Tax	0.00
Total	340.82
Amount Paid	0.00
Amount Due (USD)	$340.82

Notes
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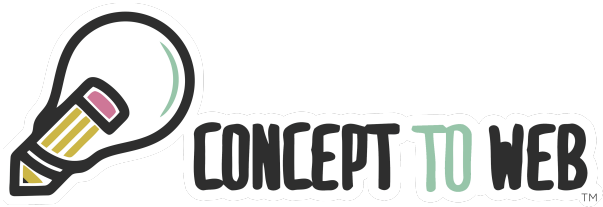

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8186138261
18403 West Vogel Ave
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85355
United States

Billed To
Brian Mallasch
Canoga Park Neighborhood Council
c/o Canoga Park Community Center
7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
09/07/2022

Due Date
10/07/2022

Invoice Number
CPNC-101

Amount Due (USD)
$150.00

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management September 2022	$150.00	1	$150.00

Subtotal	150.00
Tax	0.00
Total	150.00
Amount Paid	0.00
Amount Due (USD)	$150.00

Notes
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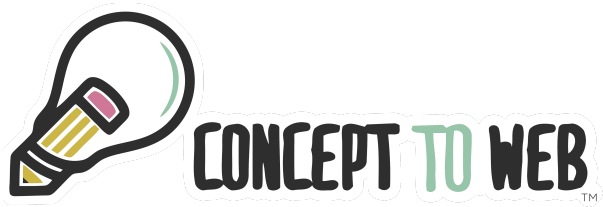

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18403 West Vogel Ave
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85355
United States

Billed To
Brian Mallasch
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c/o Canoga Park Community Center
7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
09/29/2022

Due Date
10/29/2022

Invoice Number
CPNC-102

Amount Due (USD)
$150.00

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management October 2022	$150.00	1	$150.00

Subtotal	150.00
Tax	0.00
Total	150.00
Amount Paid	0.00
Amount Due (USD)	$150.00

Notes
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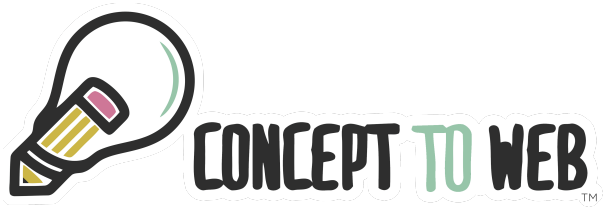

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18403 West Vogel Ave
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United States

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Brian Mallasch
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c/o Canoga Park Community Center
7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
11/01/2022

Due Date
12/01/2022

Invoice Number
CPNC-103

Amount Due (USD)
$150.00

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management November 2022	$150.00	1	$150.00

Subtotal	150.00
Tax	0.00
Total	150.00
Amount Paid	0.00
Amount Due (USD)	$150.00

Notes
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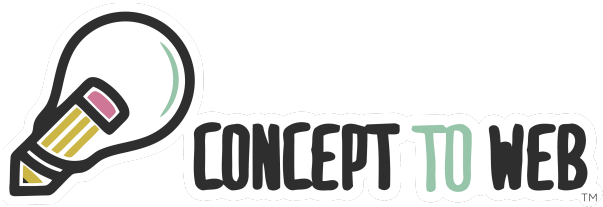

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7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
11/30/2022

Due Date
12/30/2022

Invoice Number
CPNC-104

Amount Due (USD)
$150.00

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management December 2022	$150.00	1	$150.00

Subtotal	150.00
Tax	0.00
Total	150.00
Amount Paid	0.00
Amount Due (USD)	$150.00

Notes
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Office of the City Clerk
Administrative Services Division
Neighborhood Council Funding Program
Neighborhood Council Proxy Payment Form

Neighborhood Council: Canoga Park Neighborhood Coucil

Date: 01/06/2023

Vendor Name	Invoice Number	Date of Invoice	Amount
Aaron Devandry	CPNC-99	7/1/2022	$150.00
Aaron Devandry	CPNC-100	8/6/2022	$340.82
Aaron Devandry	CPNC-101	9/7/2022	$150.00
Aaron Devandry	CPNC-102	9/29/2022	$150.00
Aaron Devandry	CPNC-103	11/1/2022	$150.00
Aaron Devandry	CPNC-104	11/30/2022	$150.00
Total			$1090.82

Reason for Proxy Payment:
Canoga Park NC is currently frozen.

Staff Name: Mariel Camilo
Title: CPNC Funding Representative
Signature: Mariel Camilo Date: 1/6/2023

Authorization: Janet Hernandez
Title: NC Funding Program Supervisor
Signature: Signed with ClerkSign Janet Hernandez Jan 06, 2023 4:25PM Date: 01/06/2023

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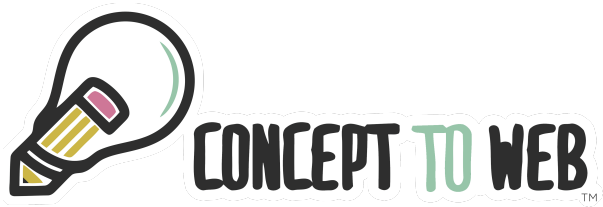

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85355
United States

Billed To
Mary Paterson
Canoga Park Neighborhood Council
c/o Canoga Park Community Center
7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
07/01/2022

Due Date
07/31/2022

Invoice Number
CPNC-99

Amount Due (USD)
$150.00

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management July 2022	$150.00	1	$150.00

Subtotal	150.00
Tax	0.00
Total	150.00
Amount Paid	0.00
Amount Due (USD)	$150.00

Notes
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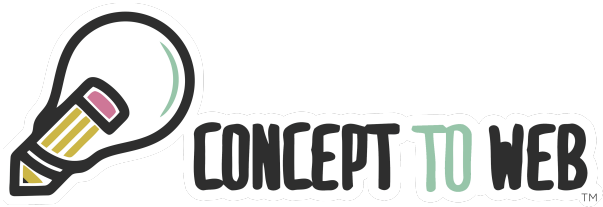

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85355
United States

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Brian Mallasch
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c/o Canoga Park Community Center
7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
08/06/2022

Due Date
09/05/2022

Invoice Number
CPNC-100

Amount Due (USD)
$340.82

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management August 2022	$150.00	1	$150.00
Google Suite for July Paid for on my personal credit card. Requested by Ray Cole. Please reimburse.	$190.82	1	$190.82

Subtotal	340.82
Tax	0.00
Total	340.82
Amount Paid	0.00
Amount Due (USD)	$340.82

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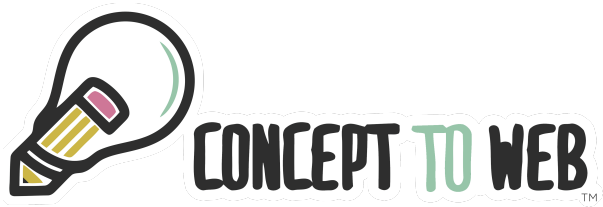

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c/o Canoga Park Community Center
7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
09/07/2022

Due Date
10/07/2022

Invoice Number
CPNC-101

Amount Due (USD)
$150.00

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management September 2022	$150.00	1	$150.00

Subtotal	150.00
Tax	0.00
Total	150.00
Amount Paid	0.00
Amount Due (USD)	$150.00

Notes
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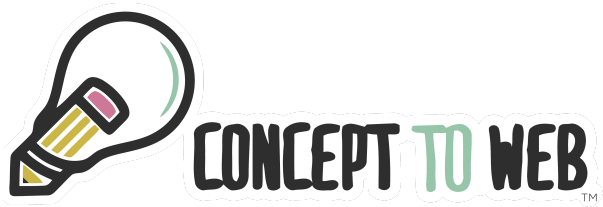

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8186138261
18403 West Vogel Ave
Waddell, Arizona
85355
United States

Billed To
Brian Mallasch
Canoga Park Neighborhood Council
c/o Canoga Park Community Center
7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
09/29/2022

Due Date
10/29/2022

Invoice Number
CPNC-102

Amount Due (USD)
$150.00

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management October 2022	$150.00	1	$150.00

Subtotal	150.00
Tax	0.00
Total	150.00
Amount Paid	0.00
Amount Due (USD)	$150.00

Notes
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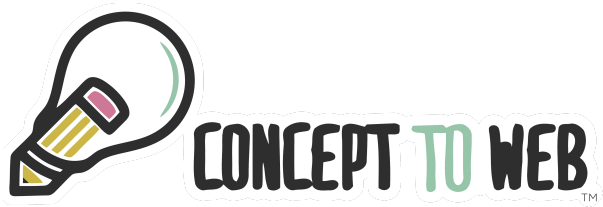

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Brian Mallasch
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7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
11/01/2022

Due Date
12/01/2022

Invoice Number
CPNC-103

Amount Due (USD)
$150.00

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management November 2022	$150.00	1	$150.00

Subtotal	150.00
Tax	0.00
Total	150.00
Amount Paid	0.00
Amount Due (USD)	$150.00

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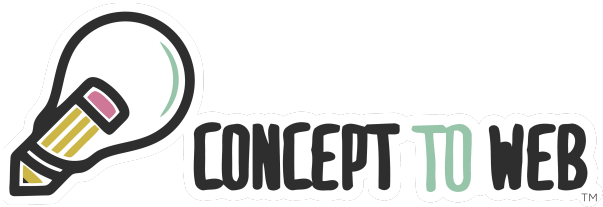

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7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
11/30/2022

Due Date
12/30/2022

Invoice Number
CPNC-104

Amount Due (USD)
$150.00

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management December 2022	$150.00	1	$150.00

Subtotal	150.00
Tax	0.00
Total	150.00
Amount Paid	0.00
Amount Due (USD)	$150.00

Notes
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Office of the City Clerk
Administrative Services Division
Neighborhood Council Funding Program
Neighborhood Council Proxy Payment Form

Neighborhood Council: Canoga Park Neighborhood Council

Date: 01/09/2023

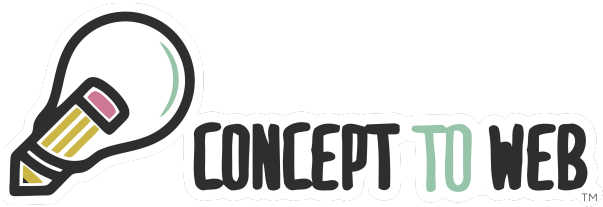
Vendor Name	Invoice Number	Date of Invoice	Amount
Aaron Devandry	CPNC-105	1/4/2023	$820.24
Total			$820.24

Reason for Proxy Payment:
Canoga Park NC is currently frozen.

Staff Name: Mariel Camilo
Title: CPNC Funding Representative
Signature: Mariel Camilo Date: 1/9/2023

Authorization: Janet Hernandez
Title: NC Funding Program Supervisor
Signature: Signed with ClerkSign Janet Hernandez Jan 09, 2023 10:49AM Date: 01/09/2023

Digitally Signed using ClerkSign (Document: 2ec0aa38-64a7-4a8b-b9bb-7351585c77b8)



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8186138261
18403 West Vogel Ave
Waddell, Arizona
85355
United States

Billed To
Brian Mallasch
Canoga Park Neighborhood Council
c/o Canoga Park Community Center
7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
01/04/2023

Due Date
02/03/2023

Invoice Number
CPNC-105

Amount Due (USD)
$820.24

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management January 2023	$150.00	1	$150.00
Google Suite Reimbursement July and August 2022	$190.82	1	$190.82
Google Suite Reimbursement September and October 2022 - Lower than normal because of an overpayment in August.	$66.62	1	$66.62
Google Suite Reimbursement November 2022	$137.60	1	$137.60
Google Suite Reimbursement December 2022	$137.60	1	$137.60
Google Suite Reimbursement January 2023	$137.60	1	$137.60

Subtotal	820.24
Tax	0.00
Total	820.24
Amount Paid	0.00
Amount Due (USD)	$820.24

Digitally Signed using ClerkSign (Document: 2ec0aa38-64a7-4a8b-b9bb-7351585c77b8)

Notes

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Office of the City Clerk
Administrative Services Division
Neighborhood Council Funding Program
Neighborhood Council Proxy Payment Form

Neighborhood Council: Canoga Park Neighborhood Council

Date: 01/09/2023

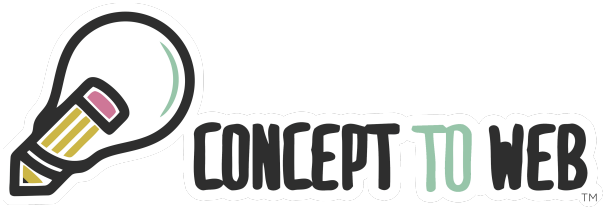
Vendor Name	Invoice Number	Date of Invoice	Amount
Aaron Devandry	CPNC-105	1/4/2023	$820.24
Total			$820.24

Reason for Proxy Payment:
Canoga Park NC is currently frozen.

Staff Name: Mariel Camilo
Title: CPNC Funding Representative
Signature: Mariel Camilo Date: 1/9/2023

Authorization: Janet Hernandez
Title: NC Funding Program Supervisor
Signature: Signed with ClerkSign Janet Hernandez Jan 09, 2023 10:49AM Date: 01/09/2023

Digitally Signed using ClerkSign (Document: 2ec0aa38-64a7-4a8b-b9bb-7351585c77b8)



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7248 Owensmouth Avenue
Canoga Park, California
91303
United States

Date of Issue
01/04/2023

Due Date
02/03/2023

Invoice Number
CPNC-105

Amount Due (USD)
$820.24

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management January 2023	$150.00	1	$150.00
Google Suite Reimbursement July and August 2022	$190.82	1	$190.82
Google Suite Reimbursement September and October 2022 - Lower than normal because of an overpayment in August.	$66.62	1	$66.62
Google Suite Reimbursement November 2022	$137.60	1	$137.60
Google Suite Reimbursement December 2022	$137.60	1	$137.60
Google Suite Reimbursement January 2023	$137.60	1	$137.60

Subtotal	820.24
Tax	0.00
Total	820.24
Amount Paid	0.00
Amount Due (USD)	$820.24

Digitally Signed using ClerkSign (Document: 2ec0aa38-64a7-4a8b-b9bb-7351585c77b8)

Notes

Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!

-Aaron

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Monthly Expenditure Report

Reporting Month: February 2023 **Budget Fiscal Year: 2022-2023**

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	**Total Spent**	**Remaining Balance**	**Outstanding**	**Commitments**	**Net Available**
$39815.19	$0.00	$39815.19	$634.40	$0.00	$39180.79

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office	$20000.00	$0.00	$17815.19	$134.40	$17180.79
Outreach		$0.00		$500.00	
Elections		$0.00		$0.00	
Community Improvement Project	$5000.00	$0.00	$5000.00	$0.00	$5000.00
Neighborhood Purpose Grants	$17000.00	$0.00	$17000.00	$0.00	$17000.00
Funding Requests Under Review: $0.00		Encumbrances: $0.00		Previous Expenditures: $2184.81	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
	Subtotal:					**$0.00**

Outstanding Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	APPLEONE EMPLOYMENT SERVICES	03/23/2023	Canoga Park is in EE. Proxy authorization form attached.	General Operations Expenditure	Office	$134.40
2	Community Benefit Foundation	03/23/2023	Canoga Park is in EE- proxy authorization form attached.	General Operations Expenditure	Outreach	$500.00
	Subtotal: Outstanding					**$634.40**